

# COMMISSIONERS' OFFICE

MONROE



COUNTY

**Commissioners:**

Sharon S. Laverdure, Chairman  
John R. Moyer, Vice-Chairman  
John D. Christy, Commissioner

**Solicitor:**

John B. Dunn

**Chief Clerk/Administrator:**

Greg Christine

## NOTICE TO BIDDERS

Sealed bids will be received by the Monroe County Controller at the Monroe County Administration Center, One Quaker Plaza, Room 206, Stroudsburg, PA until 1:30 pm on November 17, 2020 for the following:

### BID FOR TAX MAILERS

The bids will be opened in the Commissioners' Public Room (Room 203) at 2:00 pm on November 17, 2020. Announcement of bid award date will be made at that meeting.

**A Pre-Bid conference will be conducted on October 28, 2020 at 3pm in the Public Meeting Room located at the Administrative Center, One Quaker Plaza, Room 203, Stroudsburg, PA 18360. Attendance is strongly encouraged but not mandatory.**

Detailed specifications may be secured at the Department of Information Services, Monroe County Administrative Center, One Quaker Plaza, Room 205, Stroudsburg PA 18360, at

<http://www.monroecountypa.gov/Dept/Commissioners/Pages/CountyBids.aspx> or by phoning (570) 517-3913.

The Commissioners reserve the right to reject any and all bids, or parts thereof, or to waive any formalities or technicalities in said bids and to award the contract in such a manner as may appear to be in the best interest of the County of Monroe.

MONROE COUNTY BOARD OF COMMISSIONERS

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Greg Christine, Chief Clerk/Administrator

PUBLISH: 10/5/20 AND 10/12/20

**Administrative Center, One Quaker Plaza, Stroudsburg, PA 18360-2192 • 570-517-3102 • FAX 570-517-3815**

# **COUNTY OF MONROE**

## **SPECIFICATIONS FOR TAX MAILERS**

### **PURPOSE**

It shall be the intent and purpose of these Specifications to outline the terms and conditions under which the County of Monroe, (County) will outsource the processing of TAX MAILERS to a successful bidder, (Vendor). Mailers shall be used for January 1<sup>st</sup> Interim Run A mailing (County/Municipal & School), March 1<sup>st</sup> tax mailing (County/Municipal), July 1<sup>st</sup> Interim Run B mailing (County/Municipal & School), August 1<sup>st</sup> tax mailing (School) and Reminder Notices for each billing period (January 1<sup>st</sup>, March 1<sup>st</sup>, July 1<sup>st</sup> and August 1<sup>st</sup>).

It is the intent of the County to provide the Vendor with Real Estate Tax information in an electronic form that the Vendor will use to print the Real Estate Tax Mailers, Interim Tax Mailers, and Reminder Notices. Current formats are displayed in Exhibit 'A1' and Exhibit 'A2'.

### **PROPOSAL REQUIREMENTS**

Three (3) copies of the proposal must be received in the Office of the Monroe County Controller, Monroe County Administration Center, One Quaker Plaza, Room 206, Stroudsburg, PA 18360, no later than 1:30 on November 17, 2020.

### **BID SUBMISSION**

Bids must be placed in a sealed envelope addressed to the Controller's Office, and clearly marked BID FOR TAX MAILERS. Bids must be received by the Controller's Office, One Quaker Plaza, room 206, Stroudsburg, PA 18360, no later than 1:30 on November 17, 2020. Bids will be open publicly on November 17, 2020, in the Monroe County Commissioners' Office Public Meeting Room, Administrative Center, One Quaker Plaza, room 203, Stroudsburg, PA 18360, beginning at 2:00 pm.

Failure to comply with any of the instructions for bid submission may be considered a cause for rejection.

### **AWARD**

The bid will be awarded to the bidder whose proposal is determined to be totally complete and is the lowest, most responsible bidder meeting the bid specifications. Announcement of bid award date will be made at the bid opening.

### **RIGHT OF REJECTION**

All proposals must be irrevocable for thirty (30) days after the bid opening.

It is the County's intent to select the lowest qualified bid, based upon the vendor's responses to this bid. However, the County Commissioners reserve the right to reject any proposal, or parts thereof, and to award the bid in such a manner as may appear to be in the best interest of the County.

### **VENDOR INQUIRIES**

Vendors requiring additional information on the specifications may submit their questions to Mona Haschak by calling 570-517-3913 or emailing [mhaschak@monroecountypa.gov](mailto:mhaschak@monroecountypa.gov).

# COUNTY OF MONROE

## **INCURRED COST**

The County of Monroe will not be liable for any costs incurred by the vendor for proposal preparation. Proposals should be prepared simply and economically providing straightforward pricing.

## **CONTRACT PROVISIONS**

After the awarding of the bid to a successful vendor is announced, and notification of same is transmitted to the vendor in writing, it should be understood that a binding agreement exists for delivery of the TAX MAILER and services specified.

## **BID BOND**

Each proposal shall be accompanied by bid security totaling 10% of the total amount of the bid in the form of cash, a certified good faith check or cashier's check drawn upon a bank authorized to do business in this Commonwealth, or a satisfactory bid bond made payable to or naming as obligee Monroe County.

## **PERFORMANCE BOND**

The successful bidder shall be required to furnish a bond guaranteeing performance of the contract with sufficient surety in the amount of hundred percent (100%) of the total amount of the contract, within 30 days of the award of the bid. Failure to provide the appropriate performance bond may result in the contractor forfeiting their bid security.

## **TERM OF CONTRACT**

The contract term shall be for the months of January 2021 through December 2025. **Bidders may include an escalator clause in the bid if they desire. Failure to include same in your bid proposal will obligate the successful bidder to supply requested tax mailers during the life of the contract for the cost per piece quoted in their proposal(s).**

## **BINDING CONTRACT**

The successful bidder shall not assign or otherwise transfer any of its responsibilities or obligations under the contract to any other person or entity without prior written consent of the County. After the proposal is accepted and notification of same is transmitted to the successful bidder in writing, it shall be understood that a binding agreement exists for the contract period specified.

## **QUANTITY/MODIFICATIONS**

It shall be understood and agreed that quantities listed in the RFP are annual estimates only and may have to be increased or decreased in accordance with the actual requirements of the County. It is further understood that payment will be made only for the tax mailers actually received.

The County reserves the right to make modifications as to quantity and or changes to layout. The bid must include an hourly rate for any changes or modifications.

## **COSTS**

The unit and total contract amount specified on the Proposal Page of the specifications shall be the whole and total sum. All costs shall be included in that sum. No additional costs shall be added without the agreement of the County. The County of Monroe is exempt from State Sales Tax and Federal Excise Tax. All net prices shown throughout the proposal will reflect this exemption.

# **COUNTY OF MONROE**

## **BIDDER QUALIFICATIONS**

All bidders shall anticipate the requirement to submit the following:

- A minimum of two live data print proofs detailing the location of the variable imaging on the form for approval prior to live production.
- References and samples from at least two (2) County Government Agencies that the Vendor is currently producing of similar nature (TAX MAILERS ) size and scope as this bid.
- A complete project schedule including dates for completion of litho proofs, test and live data print proofs, scan test documents, litho printing, variable imaging, finishing and mail dates.

## **PAYMENT and BILLING**

Payment to the successful vendor will be processed on an activity basis (product and service delivery) after receipt of an itemized bill.

## **NON DISCRIMINATION**

The successful vendor shall be required to comply with all laws concerning non-discrimination in employment and shall be subject to any and all penalties that may be imposed by the United States of America or the Commonwealth of Pennsylvania.

## **PROTECTION BY CONTRACTOR**

The successful vendor agrees to indemnify and safe harmless the County of Monroe, its representatives, employees, and agents from all claims, demands, actions, suits, and liabilities arising from the vendor's own fault or negligence or through the negligence or fault of the manufacturer of goods supplied by the vendor. This obligation shall extend to, and include, all litigation costs and reasonable attorney fees incurred by the County in response to such claims, demands, actions, or liabilities, provided it is ultimately determined that such claims result from the vendor's or manufacturer's fault or negligence.

The successful vendor shall not assign, or otherwise transfer, any of its responsibilities or obligations under the contract to any other person or entity without prior written consent of the County.

## **EXEMPTION FROM FEDERAL EXCISE AND PENNSYLVANIA SALES TAX**

The County of Monroe is exempt from Federal Excise Taxes and Pennsylvania Sales Taxes as a political subdivision of the Commonwealth of Pennsylvania. Net prices as shown in the proposal shall reflect these exemptions.

## **ENTIRE AGREEMENT**

The Agreement between the County and successful bidder will constitute the entire agreement of the parties hereto and will supersede and previous agreement or understandings. The Agreement may not be modified except in writing and executed by both parties.



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## **GOVERNING LAW**

Any disputes that may arise shall be governed under the laws of the Commonwealth of Pennsylvania. Contractor shall obey all Federal, State, County, Municipal laws or ordinances in any way pertaining to the requirements of the specifications, and shall obtain any and all permits, etc., which may be necessary.

## **CANCELLATION**

If, through any cause, the contractor shall fail to fulfill in a timely or proper manner its obligations under this Agreement, or if the contractor shall violate any of the covenants or stipulations of the bid specifications, the County shall thereupon have the right to terminate the agreement by giving written notice to the contractor of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. In this event, all finished or unfinished documents, data, reports, and other material prepared by the contractor under this agreement shall, at the option of the County, become County property.

In addition to the above, and notwithstanding any other term or condition of the bid specifications, the County reserves the right to terminate the contract giving 60 days prior notice in writing to the contractor.

## **SPECIFICATIONS**

The following specifications will be considered to be complete and clear unless requests for clarification are received (either verbally or in written form) from prospective bidders. Vendors who have previously secured a copy of the specifications shall be notified of any addendum. This addendum shall then be added to the original specifications and be considered a part of them.

## **MAILER REQUIREMENTS**

### ***General***

- Tax Bill Mailers shall consist of three parts, as detailed below. The current format is displayed in Exhibits 'B1' through 'B14'.
  - Tax Payer,
  - Tax Collector,
  - Change of Address.
- Tax Bill Mailers shall be sorted alphabetically by owner's name, assigned bill numbers starting a (one) 1, within each township. Tax Collectors have the option not to request bill numbers on their mailers.

### ***Mailing Information***

- Tax Bill Mailers shall be marked with the appropriate Tax Collector information.
- ALL mailings must be marked with the wording "**IMPORTANT TAX DOCUMENTS ENCLOSED**" on the envelopes.
- ALL window envelopes cannot expose tax payer's property information (assessment, millage, taxes due).
- The Postal indicia are to be printed on the envelope along with the County's permit number on all mailings over 200 pieces.
  - For mailings that are fewer than 200 pieces, no permit is required.
  - For mailings that are 200 pieces or more, the PERMIT # must be stamped on the envelope.
  - Exceptions

## COUNTY OF MONROE

- Interim Bills are non-metered.
- ALL bills must be sealed except INTERIM A, INTERIM B, and INTERIM REMINDERS, unless not requested by the Tax Collector.

### ***Delivery Dates***

- All documents shall be delivered to the County (with the exception of municipalities mailed by the vendor) within fourteen (14) days of receipt of electronic media produced by the County.
- It is the Vendor's responsibility to meet and comply with ALL of the requirements of P.S. 72 §5511 "Local Tax Collection Law" if awarded the contract to provide the services to Monroe County as outlined in the bid specifications.
- It is agreed and understood that the Vendor shall be liable for liquidated damages in the amount of one (1%) percent per day of the Base Bid Amount for failure to deliver all of the Tax Mailers by the date outlined, or for failure to comply with the requirements of the Local Real Estate Tax Law.
- The Vendor shall not be liable for mailing on the dates indicated if the County fails to provide the necessary materials (test file, live file, etc) to the Vendor at least 5 days prior to the delivery date.

### **TAX BILL MAILER DETAILS**

#### ***Billing Period 1: INTERIM A***

1. Additional Postal Information
  - a. Interim A bills are non-metered.
  - b. Interim A bills are unsealed.
2. Colors
  - a. Interim County/Municipal – 8 ½ x 14 – white paper, green ink
  - b. Interim School – 8 ½ x 14 – white paper, magenta ink
3. Watermarks
  - a. The word “INTERIM” must be stamped as a watermark in the background of the bills.
4. Quantities
  - a. It shall be agreed and understood that the County will require the Vendor to produce the exact number of TAX MAILERS contained in the live production files.
  - b. No under/overruns will be allowed.
  - c. The actual quantity of TAX MAILERS may vary from the estimates provided in this bid. Price quoted must be good for 10% above the quantity indicated in this bid.
    - i. Interim County/Municipal – 399 tax mailers (2019 total)
    - ii. Interim School – 399 tax mailers (2019 total)
5. Activity Report
  - a. An activity report is required. This report lists the summary Tax Mailer count sequenced by taxing entity (County/Municipal and School) within each separate Tax Collector's jurisdiction.
  - b. The Activity Report will be used to substantiate the volume and cost of the mailers to the entity level for internal County accounting purposes.
  - c. The Activity Report will contain the following information:
    - i. Tax Collector's Township
    - ii. Entity (County/Municipality and School) name or identifier
    - iii. Count of Tax Mailers produced
    - iv. Count of Blank Bills produced
    - v. Count of Duplicate reports
    - vi. Count of “fly” copies

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### 6. Balancing Report

- a. A balancing report is required. This report lists the summary totals and assessments sequenced by taxing entity (County/Municipal and School) within each separate Tax Collector's jurisdiction.
- b. The Balancing Report will contain the following information:
  - i. Entity (Municipality or School) name or identifier
  - ii. Count of Tax Mailers produced per municipality
  - iii. Discount Total – for each type of tax (CTY, MUN, LIB, FIR, EMS, SCH, etc.)
  - iv. Base Total – for each type of tax (CTY, MUN, LIB, FIR, EMS, SCH, etc.)
  - v. Penalty Total – for each type of tax (CTY, MUN, LIB, FIR, EMS, SCH, etc.)
  - vi. Land Assessment
  - vii. Building Assessment
  - viii. Grand Totals
    - Grand total of bills produced
    - Discount, base and penalty billed amounts
    - Land assessment
    - Building assessment
    - Grand totals at base for each type of tax
    -

### 7. Schedule

- a. Interim A Tax Mailer files are generated annually in December and are billed for January 1<sup>st</sup>.

### 8. Bill Numbers

- a. A bill number must be generated by the Vendor and recorded on all reports and electronic media.
- b. For each Tax Collector and each type of bill, the bill number assignment begins with the number one (1) and is incremented by one (1) for each subsequent tax bill in alphabetic order.
- c. Bill numbers on Interim School Bills must match those on Interim County/Municipal Bills.
  - i. Note: Coolbaugh Township, Chestnuthill Township, and Tobyhanna Township do not have a bill number printed on their bills.
  - ii. NOTE: Tax Collectors can request not to print bill numbers anytime during the length of this contract.

### 9. Required Notice

- a. The following wording will be placed on Interim A and B bills. The actual percentage will be supplied by the County within the electronic file.
  - i. "TAX AMOUNT BASED ON ASSESSMENT x \_\_\_\_\_ % ROUNDED TO THE NEAREST 10<sup>th</sup> OF A DOLLAR x MILLAGE."

### 10. "Fly" Copy

- a. The top section of the Tax Bill Mailer is the "fly" copy, which will be produced and made available to the appropriate Tax Collector. This will become the Tax Collector's copy.
- b. The "fly" copy will be sorted in Tax Collector order, and then sequenced alphabetically by owner.
- c. NOTE: Coolbaugh Township does not receive "fly" copies. The "fly" copy is destroyed by the vendor.
- d. Quantity: 399 – County/Municipal fly copies (2019 total)  
399 – School fly copies (2019 total)

### 11. Blank Bills

- a. Blank Bills for County/Municipal and School Interims use the appropriate bill form, but contain no tax information.
- b. Blank Bills will be utilized throughout the year by the Tax Collectors to recreate bills utilizing the existing automated system.
- c. Tax Collectors are required to request Blank Bills in advance, and will specify quantity in their request.
- d. Blank Bills are completely blank or contain the Tax Collector address, hours, and payment dates (discount, base, and penalty).

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- i. Note: Blank bills that are completely blank contain shorter lines than original tax bill.
- e. Quantity: 162 – County/Municipal & School blank tax mailers (2019 total)  
66 – County/Municipal & School blank tax mailers with information (2019 total)

### 12. Tax Duplicate Report

- a. A Tax Duplicate report will be produced for County/Municipal and School interims, and made available to, each Tax Collector. This report is used as a ledger throughout the year.
- b. Information will be sorted in Tax Collector order, and then sequenced alphabetically by owner name.
- c. The last page of the Tax Duplicate Report has totals/summaries such as:
  - i. number of bills (grand total and by class),
  - ii. total billed in the various periods,
  - iii. total base by type of tax,
  - iii. assessed values for buildings, etc..
- d. Typically one copy of the duplicate is supplied for County/Municipal Interims and one for School Interims. However, several municipalities may require more than one copy. The report is printed on landscaped on 8 ½ x 11 paper.
- e. Quantity: 22 – County/Municipal tax duplicates (2019 total)  
22 – School tax duplicates (2019 total)

### ***Billing Period 2: COUNTY/MUNICIPAL***

#### 1. Colors

- a. County/Municipal – 8 ½ x 14 – white paper, blue ink

#### 2. Watermarks

- a. There is no watermark printed on the County/Municipal bills.

#### 3. Quantities

- a. It shall be agreed and understood that the County will require the Vendor to produce the exact number of TAX MAILERS contained in the live production tapes.
- b. No under/overruns will be allowed.
- c. The actual quantity of TAX MAILERS may vary from the estimates provided in this bid. Price quoted must be good for 10% above the quantity indicated in this bid.
  - i. County/Municipal – 96,033 tax mailers (2020 total)

#### 4. Activity Report

- a. An activity report is required. This report lists the summary Tax Mailer count sequenced by taxing entity (County/Municipal) within each separate Tax Collector's jurisdiction.
- b. The Activity Report will be used to substantiate the volume and cost of the mailers to the entity level for internal County accounting purposes.
- c. The Activity Report will contain the following information:
  - i. Tax Collector's Township
  - ii. Entity (County/Municipality) name or identifier
  - iii. Count of Tax Mailers produced
  - iv. Count of Blank Bills produced
  - v. Count of Duplicate reports – paper and CD
  - vi. Count of "fly" copies

#### 5. Balancing Report

- a. A balancing report is required. This report lists the summary totals and assessments sequenced by taxing entity (County/Municipal) within each separate Tax Collector's jurisdiction.
- b. The Balancing Report will contain the following information:
  - i. Entity (Municipality) name or identifier
  - ii. Count of Tax Mailers produced per municipality

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- iii. Discount Total – for each type of tax (CTY, MUN, LIB, FIR, EMS, etc.)
- iv. Base Total – for each type of tax (CTY, MUN, LIB, FIR, EMS, etc.)
- v. Penalty Total – for each type of tax (CTY, MUN, LIB, FIR, EMS, etc.)
- vi. Land Assessment
- vii. Building Assessment
- viii. Grand Totals
  - 1. Grand total of bills produced
  - 2. Discount, base and penalty billed amounts
  - 3. Land assessment
  - 4. Building assessment
  - 5. Grand totals at base for each type of tax

### 6. Schedule

- a. County/Municipal Tax Mailer files are generated annually in January and are billed for March 1<sup>st</sup>.

### 7. Bill Numbers

- a. A bill number must be generated by the Vendor and recorded on all reports and electronic media.
- b. For each Tax Collector and each type of bill, the bill number assignment begins with the number one (1) and is incremented by one (1) for each subsequent tax bill in alphabetic order.
- c. NOTE: Currently Coolbaugh Township, Chestnuthill Township, and Tobyhanna Township do not have a bill number printed on their bills.
- d. NOTE: Tax Collectors can request not to print bill numbers anytime during the length of this contract.

### 8. “Fly” Copy

- a. The top section of the Tax Bill Mailer is the “fly” copy, which will be produced and made available to the appropriate Tax Collector. This will become the Tax Collector’s copy.
- b. The “fly” copy will be sorted in Tax Collector order, and then sequenced alphabetically by owner.
- c. NOTE: If the Tax Collector wants the bills mailed directly from the Vendor, the top portion of the bill is a mailing label instead of a fly copy. The fly copy is then printed separately.
- d. NOTE: Currently Coolbaugh Township, Stroud Township, do not receive fly copies. The “fly” copy is destroyed by the vendor.
- e. Quantity - 96,033 - County/Municipal fly copies (2020 total)

### 9. “Fly” copies on CD

- a. “Fly” copies on the CD are 8 ½ X 11 in size. The “fly” copy consists of two parts of the tax bill plus the address change form.
- b. The “fly” copies must contain embedded indexes for searching capabilities.
- c. Quantity -15 – CDs (2020 total)

### 10. Blank Bills

- a. Blank Bills use the appropriate bill form, but contain no tax information.
- b. Blank Bills will be utilized throughout the year by the Tax Collectors to recreate bills utilizing the existing automated system.
- c. Tax Collectors are required to request Blank Bills in advance, and will specify quantity in their request.
- d. Blank Bills are completely blank or contain the Tax Collector address, hours, and payment dates (discount, base, and penalty).
  - i. Note: Blank bills that are completely blank contain shorter lines than original tax bill.
- e. Quantity: 230 - County/Municipal blank tax mailers (2020 total)  
36 - County/Municipal blank tax mailers with information (2020 total)

### 11. Tax Duplicate Report

- a. A Tax Duplicate report will be produced for, and made available to, each Tax Collector. This report is used as a ledger throughout the year.
- b. Information will be sorted in Tax Collector order, and then sequenced alphabetically by owner name.
- c. The last page of the Tax Duplicate Report has totals/summaries such as:

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- i. number of bills (grand total and by class),
  - ii. total billed amount in the various periods,
  - iii. total base by type of tax,
  - iv. total assessed values for land and buildings, etc..
- d. The Tax Duplicate Report must be available either on 8 ½ x 11 paper (several municipalities may require more than one copy) or on multiple CDs.
- e. Quantity: Tax Duplicate on paper – 11  
Tax Duplicate on CD - 25

### ***Billing Period 3: INTERIM B***

- 1. Additional Postal Information
  - a. Interim B bills are non-metered.
  - b. Interim B bills are unsealed.
- 2. Colors
  - a. Interim County/Municipal – 8 ½ x 14 – white paper, green ink
  - b. Interim School – 8 ½ x 14 – white paper, magenta ink
- 3. Watermarks
  - a. The word “INTERIM” must be stamped as a watermark in the background of the bills.
- 4. Quantities
  - a. It shall be agreed and understood that the County will require the Vendor to produce the exact number of TAX MAILERS contained in the live production tapes.
  - b. No under/overruns will be allowed.
  - c. The actual quantity of TAX MAILERS may vary from the estimates provided in this bid. Price quoted must be good for 10% above the quantity indicated in this bid.
    - i. Interim County/Municipal – 417 (2019 total)
    - ii. Interim School - 417 (2019 total)
- 5. Activity Report
  - a. An activity report is required. This report lists the summary Tax Mailer count sequenced by taxing entity (County/Municipal and School) within each separate Tax Collector’s jurisdiction.
  - b. The Activity Report will be used to substantiate the volume and cost of the mailers to the entity level for internal County accounting purposes.
  - c. The Activity Report will contain the following information:
    - i. Tax Collector’s Township
    - ii. Entity (County/Municipality and School) name or identifier
    - iii. Count of Tax Mailers produced
    - iv. Count of Blank Bills produced
    - v. Count of Duplicate reports
    - vi. Count of “fly” copies
- 6. Balancing Report
  - a. A balancing report is required. This report lists the summary totals and assessments sequenced by taxing entity (County/Municipal and School) within each separate Tax Collector’s jurisdiction.
  - b. The Balancing Report will contain the following information:
    - i. Entity (Municipality or School) name or identifier
    - ii. Count of Tax Mailers produced
    - iii. Discount Total – for each type of tax (CTY, MUN, LIB, FIR, EMS, SCH, etc.)
    - iv. Base Total – for each type of tax (CTY, MUN, LIB, FIR, EMS, SCH, etc.)
    - v. Penalty Total – for each type of tax (CTY, MUN, LIB, FIR, EMS, SCH, etc.)
    - vi. Land Assessment

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- vii. Building Assessment
- viii. Grand Totals
  - 1. Discount, base and penalty billed amounts
  - 2. Land assessment
  - 3. Building assessment
  - 4. Grand totals at base for each type of tax

### 7. Schedule

- a. Interim B Tax Mailer files are generated annually in June, and are billed for July 1<sup>st</sup>.

### 8. Bill Numbers

- a. A bill number must be generated by the Vendor and recorded on all reports and electronic media.
- b. For each Tax Collector and each type of bill, the bill number assignment begins with the number one (1) and is incremented by one (1) for each subsequent tax bill in alphabetic order.
- c. Bill numbers on Interim School Bills must match those on Interim County/Municipal Bills.
  - i. Note: Coolbaugh Township, Chestnuthill Township, and Tobyhanna Township do not have a bill number printed on their bills.
  - ii. Note: Tax Collectors can request not to print bill numbers anytime during the length of this contract..

### 8. Required Notice

- a. The following wording will be placed on Interim A and B bills. The actual percentage will be supplied by the County within the electronic file.
  - i. "TAX AMOUNT BASED ON ASSESSMENT x \_\_\_\_\_ % ROUNDED TO THE NEAREST 10<sup>th</sup> OF A DOLLAR x MILLAGE."

### 9. "Fly" Copy

- a. The top section of the Tax Bill Mailer is the "fly" copy, which will be produced and made available to the appropriate Tax Collector. This will become the Tax Collector's copy.
- b. The "fly" copy will be sorted in Tax Collector order, and then sequenced alphabetically by owner.
- c. NOTE: Currently Coolbaugh Township does not receive "fly" copies. The "fly" copy is destroyed by the vendor.
- d. Quantity: 417 – County/Municipal fly copies (2019 total)  
417 – School fly copies (2019 total)

### 10. Blank Bills

- a. Blank Bills for County/Municipal and School Interims use the appropriate bill form, but contain no tax information.
- b. Blank Bills will be utilized throughout the year by the Tax Collectors to recreate bills utilizing the existing automated system.
- c. Tax Collectors are required to request Blank Bills in advance, and will specify quantity in their request.
- d. Blank Bills are completely blank or contain the Tax Collector address, hours, and payment dates (discount, base, and penalty).
  - i. Note: Blank bills that are completely blank contain shorter lines than original tax bill.
- e. Quantity: 164 – County/Municipal & School blank tax mailers (2019 total)  
64 – County/Municipal & School blank tax mailers with information (2019 total)

### 11. Tax Duplicate Report

- a. A Tax Duplicate report will be produced for County/Municipal and School interims, and made available to, each Tax Collector. This report is used as a ledger throughout the year.
- b. Information will be sorted in Tax Collector order, and then sequenced alphabetically by owner name.
- c. The last page of the Tax Duplicate Report has totals/summaries such as:
  - i. number of bills (grand total and by class),
  - ii. total billed amount in the various periods,
  - iii. total base by type of tax,

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- iv. total assessed values for land and buildings, etc..
- d. Typically one copy of the duplicate is supplied for County/Municipal Interims and one for School Interims. However, several municipalities may require more than one copy. The report is printed landscape on 8 ½ x 11 paper.
- e. Quantity: 22 County/Municipal duplicates – (2019 total)  
22 School duplicates - (2019 total)

### ***Billing Period 4: SCHOOL***

1. School Bills include four districts; East Stroudsburg SD, Stroudsburg SD, Pocono Mountain SD and Pleasant Valley SD.
2. NOTE: Modifications are required for the second page of the school bill. Proposed modifications are on page 41.
3. School districts offer the ability to make Installment Payments by required installment dates.
  - a. School bills
    - i. First installment coupons are printed on the bottom of the first page with perforation between them. One coupon is for the tax payer, the other is for the Tax Collector.
    - ii. First installment due by August 31<sup>st</sup>.
    - iii. Second installment coupons are printed on the top of the second page with perforation between them. One coupon is for the tax payer, the other is for the Tax Collector.
    - iv. NOTE: Starting in 2021 the second installment will print on the top half of the page.
    - v. Second installment due by October 31<sup>st</sup>.
    - vi. Third installment coupons are printed in the middle of the second page with perforation between them. One coupon is for the tax payer, the other is for the Tax Collector.
    - vii. NOTE: Starting in 2021 the second installment will print on the bottom half of the page.
    - viii. Third installment due by December 31<sup>st</sup>.
    - ix. NOTE: Starting in 2021 the address change form on the second page will be eliminated.
    - x. An instructional page is to be included with all Homestead School bills. The current format is displayed in Exhibit 'C'.
4. Colors
  - a. School Bills – 8 ½ x 11 BLACK print on GREY paper – 2 pages
5. Watermarks
  - a. There is no watermark on the School bills.
6. Quantities
  - a. It shall be agreed and understood that the County will require the Vendor to produce the exact number of TAX MAILERS contained in the live production tapes.
  - b. No under/overruns will be allowed.
  - c. The actual quantity of TAX MAILERS may vary from the estimates provided in this bid. Price quoted must be good for 10% above the quantity indicated in this bid.
  - d. Quantity: 95,556 tax mailers – (2020 total)
7. Activity Report
  - a. An activity report is required. This report lists the summary Tax Mailer count sequenced by taxing entity (School) within each separate Tax Collector's jurisdiction.
  - b. The Activity Report will be used to substantiate the volume and cost of the mailers to the entity level for internal County accounting purposes.
  - c. The Activity Report will contain the following information:
    - i. Tax Collector's Township
    - ii. Entity (County/Municipality) name or identifier



## COUNTY OF MONROE

- iii. Count of Tax Mailers produced
- iv. Count of Blank Bills produced
- v. Count of Duplicate reports – paper and CD
- vi. Count of “fly” copies
- vii. Count of Instructional Sheets

### 8. Balancing Report

- a. A balancing report is required. This report lists the summary totals and assessments sequenced by taxing entity (School/Library) within each separate Tax Collector’s jurisdiction.
- b. The Balancing Report will contain the following information:
  - i. Entity (Municipality or School) name or identifier
  - ii. Count of Tax Mailers produced by municipality/school district
  - iii. Discount Total – for each type of tax (SCH, LIB, etc.)
  - iv. Base Total – for each type of tax (SCH, LIB etc.)
  - v. Penalty Total – for each type of tax (SCH, LIB etc.)
  - vi. Land Assessment
  - vii. Building Assessment
  - viii. Grand Totals
    - 1. Grand total of bills produced
    - 2. Discount, base and penalty billed amounts
    - 3. Land assessment
    - 4. Building assessment
    - 5. Grand totals at base for each type of tax
- c. Additional information for Homestead Exclusion:
  - i. Per municipality per school district, additional totals are required that contains the following information:
  - ii. Homestead Assessment Totals
    - 1. Gross Assessment, Actual Exclusion Assessment, Net Assessment
  - iii. Farmstead Assessment Totals
    - 1. Gross Assessment, Actual Exclusion Assessment, Net Assessment
  - iv. Homestead Dollar Amounts
    - 1. Gross Amount, Actual Exclusion Amount, Net Amount
  - v. Farmstead Dollar Amounts
    - 1. Gross Amount, Actual Exclusion Amount, Net Amount

### 9. Schedule

- a. School Tax Mailer files are generated annually in July and billed for August 1<sup>st</sup>.

### 10. Bill Numbers

- a. A bill number must be generated by the Vendor and recorded on all reports and electronic media.
- b. For each Tax Collector and each type of bill, the bill number assignment begins with the number one (1) and is incremented by one (1) for each subsequent tax bill in alphabetic order.
- c. NOTE: Currently Coolbaugh Township, Chestnuthill Township, and Tobyhanna Township do not have a bill number printed on their bills.
- d. NOTE: Tax Collectors can request not to print bill numbers anytime during the length of this contract.

### 11. “Fly” Copy

- a. The “fly” copy is a second copy of both pages of the bill.
- b. The “fly” copy will be sorted in Tax Collector order, and then sequenced alphabetically by owner.
- c. Inserts are not included in with the “fly” copy.
- d. Quantity: 10,375 “fly” tax mailers (2020 total)

### 12. Fly Copies on CD

- a. “Fly” copies on the CD are 8 ½ X 11 in size. The “fly” copy is both pages of the school bill.

## COUNTY OF MONROE

- b. The “fly” copies must contain embedded indexes for searching capabilities.
- c. Quantity: 17 “fly” copies on CD – (2020 total).

### 13. Blank Bills

- a. Blank Bills use the appropriate bill form, but contain no tax information.
- b. Blank Bills will be utilized throughout the year by the Tax Collectors to recreate bills utilizing the existing automated system.
- c. Tax Collectors are required to request Blank Bills in advance, and will specify quantity in their request.
- d. Blank Bills are completely blank or contain the Tax Collector address, hours, and payment dates (discount, base, and penalty).
  - i. Note: Blank bills that are completely blank contain shorter lines than original tax bill.
- e. Quantity: 264 blank bills – totally blank – (2020 total)  
35 blank bills – with information – (2020 total)

### 14. Tax Duplicate Report

- a. A Tax Duplicate report will be produced for, and made available to, each Tax Collector. This report is used as a ledger throughout the year.
- b. Information will be sorted in Tax Collector order, and then sequenced alphabetically by owner name.
- c. In addition to the billing information, the Tax Duplicate must print the homestead and farmstead amounts, if homestead approved.
- d. The last page of the Tax Duplicate Report has totals/summaries such as:
  - i. number of bills (grand total and by class),
  - ii. total billed amount in the various periods,
  - iii. total base by type of tax,
  - iv. total assessed values for land and buildings, etc..
  - v. total homestead parcels,
  - vi. total farmstead parcels,
  - vii. total homestead less assessment,
  - viii. total farmstead less assessment,
  - ix. total homestead less liability,
  - x. total farmstead less liability
- e. The Tax Duplicate Report must be available either on 8 ½ X 11 paper (several municipalities may require more than one copy) or on multiple CDs.
- f. Quantity: Tax Duplicate on paper – 12 (2020 total)  
Tax Duplicate on CD – 37 (2020 total)

### ***Additional Billing: REMINDERS***

#### 1. Additional Postal Information

- a. Interim Reminders are non-metered.
- b. Interim Reminder bills are unsealed.

#### 2. Colors

- a. County/Municipal – 8 ½ x 14 – Blue Ink
- b. School –
  - i. NOTE: The school bill reminder is not printed like a typical school bill. Instead, it is a letter printed on 8 ½ x 11 white paper. This letter shows the amount currently due (in penalty period). Penalty period starts 12/1.
- c. Interim County/Municipal - 8 ½ x 14 – Green Ink
- d. Interim School – 8 1.2 x 14 – Magenta Ink

## COUNTY OF MONROE

### 3. Watermarks

- a. The word “REMINDER” must be stamped as a watermark in the background of the bills for Interim A, County/Municipal, and Interim Run B.

### 4. Quantities

- a. It shall be agreed and understood that the County will require the Vendor to produce the exact number of TAX MAILERS contained in the live production tapes.
- b. No under/overruns will be allowed.
- c. The actual quantity of TAX MAILERS may vary from the estimates provided in this bid. Price quoted must be good for 10% above the quantity indicated in this bid.
  - i. County/Municipal – 13,364 – (2019 total)
  - ii. School - 22,466 – (2019 total)
  - iii. Interim A
    1. County/Municipal – 123 (2019 total)
    2. School – 108 (2019 total)
  - iv. Interim B
    1. County/Municipal – 206 (2019 total)
    2. School – 205 (2019 total)

### 5. Activity Report

- a. An activity report is required for each type of reminder. This report lists the summary Tax Mailer count sequenced by taxing entity (County/Municipal and School) within each separate Tax Collector’s jurisdiction.
- b. The Activity Report will be used to substantiate the volume and cost of the mailers to the entity level for internal County accounting purposes.
- c. The Activity Report will contain the following information:
  - i. Tax Collector’s Township
  - ii. Entity (County/Municipality and School) name or identifier
  - iii. Count of Tax Mailers produced
  - iv. Count of Blank Bills produced
  - v. Count of Duplicate reports
  - vi. Count of “fly” copies

### 6. Balancing Report

- a. A balancing report is required. This report lists the summary totals and assessments sequenced by taxing entity (County/Municipal and School) within each separate Tax Collector’s jurisdiction.
- b. The Balancing Report will contain the following information:
  - i. Entity (Municipality or School) name or identifier
  - ii. Count of Tax Mailers produced
  - iii. Discount Total – for each type of tax (CTY, MUN, LIB, FIR, EMS, SCH etc.)
  - iv. Base Total – for each type of tax (CTY, MUN, LIB, FIR, EMS, SCH etc.)
  - v. Penalty Total – for each type of tax (CTY, MUN, LIB, FIR, EMS, SCH, etc.)
  - vi. Land Assessment
  - vii. Building Assessment
  - viii. Grand Totals
    1. Discount, base and penalty billed amounts
    2. Land assessment
    3. Building assessment
    4. Grand totals at base for each type of tax

### 7. Schedule

- a. Interim A & B Reminder Tax Mailer files are generated annually in the beginning of October

## COUNTY OF MONROE

- b. County/Municipal Reminder Tax Mailer files are generated annually in mid-October.
- c. School Reminder Tax Mailer files are generated annually in mid-November.

### 8. Bill Numbers

- a. Interim A Reminders – The original bill number (assign for January 1<sup>st</sup>) must be printed.
  - i. Bill numbers for Interim A reminders must match the original Interim A bill numbers that were generated at the end of the previous calendar year. As such, the vendor printing the last Interim A bills at the end of the contract term MUST provide an electronic file containing the bill number information for future use.
  - ii. Note: Coolbaugh Township, Chestnuthill Township, and Tobyhanna Township do not have a bill number printed on their bills.
- b. County/Municipal – The original bill number (assign for March 1<sup>st</sup>) must be printed.
  - i. Note: Coolbaugh Township, Chestnuthill Township, and Tobyhanna Township do not have a bill number printed on their bills
- c. Interim B Reminders – The original bill number (assign for July 1<sup>st</sup>) must be printed.
  - i. Note: Coolbaugh Township, Chestnuthill Township, and Tobyhanna Township do not have a bill number printed on their bills
- d. School – There is no bill number for the School Reminder Bill.

### 9. Required Notice

- a. County/Municipal
  - i. A flyer with specific wording must be included in County/Municipal Reminder Bills. The wording is as follows. An example is included in Exhibit 'D1'.

“YOUR REAL ESTATE TAXES HAVE NOT BEEN PAID ON TIME AND A PENALTY HAS BEEN ADDED TO THE AMOUNT YOU OWE. IF NOT PAID BY DECEMBER 31, YOUR REAL ESTATE TAXES WILL BE DELINQUENT. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR TAX COLLECTOR. IF YOUR REAL ESTATE TAXES ARE TO BE PAID FROM AN ESCROW ACCOUNT ESTABLISHED IN CONNECTION WITH YOUR MORTGAGE, YOU SHOULD CONTACT THE COMPANY MANAGING YOUR ESCROW ACCOUNT.”
- b. Interims
  - i. A flyer with specific wording must be included in Interim Reminder Bills. The wording is as follows (with current year). An example is included in Exhibit 'D2'.

“YOUR INTERIM REAL ESTATE TAXES HAVE NOT BEEN PAID ON TIME AS OF OCTOBER 1, 20xx AND A PENALTY HAS BEEN ADDED TO THE AMOUNT YOU OWE. IF NOT PAID BY DECEMBER 31, YOUR INTERIM REAL ESTATE TAXES WILL BE DELINQUENT. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR TAX COLLECTOR. IF YOUR INTERIM REAL ESTATE TAXES ARE TO BE PAID FROM AN ESCROW ACCOUNT ESTABLISHED IN CONNECTION WITH YOUR MORTGAGE, YOU SHOULD CONTACT THE COMPANY MANAGING YOUR ESCROW ACCOUNT.”

### 10. “Fly” Copy

- a. The top section of the Tax Bill Mailer (Interim Run A, County/Municipal, Interim Run B) is the “fly” copy, which will be produced and made available to the appropriate Tax Collector. This will become the Tax Collector’s copy.
- b. The “fly” copy will be sorted in Tax Collector order, and then sequenced alphabetically by owner.
- c. Exceptions: There are no “fly” copies for School Reminders.

### 11. Blank Bills

- a. No Blank Bills are supplied for Reminder Bills.

## **COUNTY OF MONROE**

### **12. Tax Duplicate Report**

- a. There is no Tax Duplicate Report for Reminder Bills.

# COUNTY OF MONROE

## PROPOSAL PAGE/SIGNATURE FORM

DATE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MONROE COUNTY COMMISSIONERS  
ADMINISTRATION CENTER, ONE QUAKER PLAZA  
STROUDSBURG, PA 18360

Dear Commissioners:

After examining the specifications regarding the furnishing of TAX MAILERS for period defined within this RFP, this bidder agrees to provide items as specified.

In submitting this proposal, it is understood that it is the right of the County of Monroe to reject any and all proposals or parts thereof, or to waive any formalities or technicalities in said proposals. This proposal shall remain firm for at least thirty (30) days from the date of bid opening.

Please describe format proposed and provide annual costs (if any). Vendor may submit multiple proposals. If multiple proposals are submitted, the Bid Security and Performance Bond must be based on the total amount of the highest cost proposal.

### Annual Units

INTERIM A MAILERS			
TYPE	EST. QTY	COST PER UNIT	TOTAL
Interim A County/Municipal	399		
Interim A School	399		
“Fly” Copy	798		
Tax Duplicate Report – Interim A County/Municipal	22		
Tax Duplicate Report – Interim A School	22		
Blank Bills	228		
Activity Report	1		
Balancing Report	1		
COUNTY/MUNICIPAL MAILERS			
TYPE	EST. QTY	COST PER UNIT	TOTAL
Tax Mailers	96,033		
“Fly” Copies - Paper	96,033		
“Fly” Copies - CD	15		
Tax Duplicate Report - Paper	11		
Tax Duplicate Report - CD	25		
Blank Bills	266		
Activity Report	1		
Balancing Report	1		
INTERIM B MAILERS			
TYPE	EST. QTY	COST PER UNIT	TOTAL
Interim B County/Municipal	417		

## COUNTY OF MONROE

Interim B School	417		
“Fly” Copy	834		
Tax Duplicate Report – Interim B County/Municipal	22		
Tax Duplicate Report – Interim B School	22		
Blank Bills	228		
Activity Report	1		
Balancing Report	1		
<b>SCHOOL MAILERS</b>			
<b>TYPE</b>	<b>EST. QTY</b>	<b>COST PER UNIT</b>	<b>TOTAL</b>
School Bills	95,556		
Instructional Sheet	95,556		
“Fly” Copy - Paper	10,375		
“Fly” Copies - CD	17		
Tax Duplicate Report – Paper	12		
Tax Duplicate Report – CD	37		
Blank Bills	299		
Activity Report	1		
Balancing Report	1		
<b>REMINDER NOTICES</b>			
<b>TYPE</b>	<b>EST. QTY</b>	<b>COST PER UNIT</b>	<b>TOTAL</b>
Interim A County/Municipal	123		
Interim A School	108		
Interim A Notices	231		
County/Municipal	13,364		
County/Municipal Notices	13,364		
Interim B County/Municipal	206		
Interim B School	205		
Interim B Notices	411		
School Reminders	22,246		
Activity Report	1		
Balancing Report	1		
<b>TOTAL ANNUAL BID</b>			

## COUNTY OF MONROE

### Postal Stamping

Tax Bill mailers will be delivered to the County rather than be placed in the United States Postal Service mail Stream. When the bundle consists of 200 pieces or more, the Postal indicia are to be printed on the envelope along with the County's permit number. Please describe as part of your response, your proposal to address this situation and provide alternative bid information.

I have also enclosed the following information with my proposal:

- \_\_\_\_\_ A detailed description of the recording and billing process.
- \_\_\_\_\_ A detailed description of the mailer production process.
- \_\_\_\_\_ A detailed description of the mailer delivery process.
- \_\_\_\_\_ A detailed description of the postal indicia printing process.
- \_\_\_\_\_ Other: \_\_\_\_\_.

Also enclosed is a certified check \_\_\_\_\_, cashier's check \_\_\_\_\_, bid bond \_\_\_\_\_ or cash \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ which represents the 10% bid security for the total bid listed above. I understand that if my proposal is accepted that my company will need to post a performance bond in the amount of 100% of the contract awarded within 30 days of the award of the contract.

SIGNED,

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
PRINTED OR TYPED NAME SHOWN ABOVE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS



## COUNTY OF MONROE

EXHIBIT LETTER	EXPLANATION
A1	File Layout for: School Bills School Reminders
A2	File Layout for: Interim A – County/Municipal (billing period 1) Interim A – School (billing period 1) County/Municipal (billing period 2) Interim B – County/Municipal (billing period 3) Interim B – School (billing period 3) Reminders for: Interim A Interim B County/Municipal
B1	Interim County/Municipal Tax Mailer (green ink)
B2	Interim School Tax Mailer (magenta ink)
B3	County/Municipal Tax Mailer (blue ink)
B4	School Tax Mailer (black print on grey paper; two pages)
B5	Reminder County/Municipal Tax Mailer (blue ink)
B6	Reminder Interim County/Municipal Tax Mailer (green ink)
B7	Reminder Interim School Tax Mailer (magenta ink)
B8	Reminder School (letter – 2 pages duplexed)
B9	Blank Bills – Interim A, County/Municipal, Interim B – (green ink, blue ink, magenta ink) (without Tax Collector information) Note: Please see difference in lines drawn on this form versus actual bill)
B10	Blank Bills – Interim A, County/Municipal, Interim B - (green ink, blue ink, magenta ink) (with Tax Collector information)
B11	Blank Bills – School – (black print on grey paper; two pages) (without Tax Collector information) Note: Please see difference in lines drawn on this form versus actual bill)
B12	Blank Bills – School – (black print on grey paper; two pages) (with Tax Collector information)
C	Instructional Page for School Homestead Bills.
D1	Required Notice for County/Municipal Reminder Bills.
D2	Required Notice for Interim Reminder Bills.
E1	Duplicate Report & Total Page County/Municipal, Interims
E2	Duplicate Report & Total Page - School
E3	Activity Report
E4	Activity Report - School
E5	Balancing Report – Interim Run A, County/Municipal/Interim Run B
E6	Balancing Report – School

# COUNTY OF MONROE

## Exhibit A1 – File Layout -School Bills & School Reminders

Field Name	Position From	Position To	Field Type	Field Length	Decimal Positons	Text
P1TWSP	1	5	A	5		TOWNSHIP CODE
P1LCID	6	14	S	9	9,0	TAX ACCOUNT ID
P1PRCL	15	53	A	39		PARCEL NUMBER
P1BILT	54	58	A	5		BILL TYPE
P1BIL#	59	67	S	9	9,0	BILL NUMBER
P1ALTI	68	92	A	25		PIN NUMBER
P1CLAS	93	97	A	5		CLASS
P1LGL1	98	127	A	30		LEGAL DESCRIPTION
P1BTYP	128	130	A	3		TYPE OF BILL
P1BLDV	131	139	S	9	9,0	BUILDING VALUE
P1LNDV	140	148	S	9	9,0	LAND VALUE
P1TOTV	149	157	S	9	9,0	TOTAL VALUE
P1TOTX	158	160	A	3		TYPE OF TAX
P1MILR	161	169	S	9	9,6	MILLAGE RATE
P1BSTX	170	178	S	9	9,2	BASE TAX AMOUNT
P1DISC	179	187	S	9	9,2	DISCOUNT AMOUNT
P1PNLT	188	196	S	9	9,2	PENALTY AMOUNT
P1OWNM	197	226	A	30		OWNER NAME
P1OWA1	227	256	A	30		OWNER ADDRESS LINE 2
P1OWA2	257	286	A	30		OWNER ADDRESS LINE 3
P1OWCT	287	316	A	30		OWNER CITY
P1OWST	317	318	A	2		OWNER STATE
P1OWZP	319	327	A	9		OWNER ZIP
P1INPC	328	332	A	5	5,2	INTERIM %
P2EXCL	333	341	S	9	9,0	TOTAL EXCLUSION
P2NVAL	342	350	S	9	9,0	NET VALUE
P2BTAX	351	359	S	9	9,2	BASE TAX
P2EXAM	360	368	S	9	9,2	EXCLUSION AMOUNT
P2NTAX	369	377	S	9	9,2	NET TAX
P2IN1A	378	386	S	9	9,2	INSTALLMENT 1 AMT
P2IN2A	387	395	S	9	9,2	INSTALLMENT 2 AMT
P2PN2A	396	404	S	9	9,2	INSTALLMENT 2 PEN AMT
P2IN3A	405	413	S	9	9,2	INSTALLMENT 3 AMT
P2HBAS	414	422	S	9	9,2	SCHOOL BASE TAX
P2HNET	423	431	S	9	9,2	SCHOOL NET TAX
P2HBDV	432	440	S	9	9,0	H/S ASSESSED VALUE

## COUNTY OF MONROE

F2HBDV	441	449	S	9	9,0	F/S ASSESSED VALUE
F2EXCL	460	458	S	9	9,0	F/S EXCLUSION
F2NVAL	459	467	S	9	9,0	F/S NET VALUE
F2BTAX	468	476	S	9	9,2	F/S BASE TAX
F2EXAM	477	485	S	9	9,2	F/S TOTAL EXCLUSION
F2NTAX	486	494	S	9	9,2	F/S NET TAX
F2BLVL	495	503	S	9	9,0	H/S + F/S GROSS
T2NVAL	504	512	S	9	9,0	H/S + F/S NET
T2BTAX	513	521	S	9	9,2	H/S + F/S GROSS TAX
T2NTAX	522	530	S	9	9,2	H/S + F/S NET TAX
OWN2	531	560	A	30		
CAREOF	561	590	A	30		
INSTFLAG	591	592	A	1		

# COUNTY OF MONROE

## A2 –File Layout

Interim A – County/Municipal (billing period 1)

Interim A – School (billing period 1)

County/Municipal (billing period 2)

Interim B – County/Municipal (billing period 3)

Interim B – School (billing period 3)

Reminders for:

Interim A

County/Municipal

Interim B

Field Name	Position From	Position To	Field Type	Field Length	Decimal Positons	Text
P1TWSP	1	5	A	5		TOWNSHIP CODE
P1LCID	6	14	S	9	9,0	TAX ACCOUNT ID
P1PRCL	15	53	A	39		PARCEL NUMBER
P1BILT	54	58	A	5		BILL TYPE
P1BIL#	59	67	S	9	9,0	BILL NUMBER
P1ALTI	68	92	A	25		PIN NUMBER
P1CLAS	93	97	A	5		CLASS
P1LGL1	98	127	A	30		LEGAL DESCRIPTION
P1BTYP	128	130	A	3		TYPE OF BILL
P1BLDV	131	139	S	9	9,0	BUILDING VALUE
P1LNDV	140	148	S	9	9,0	LAND VALUE
P1TOTV	149	157	S	9	9,0	TOTAL VALUE
P1TOTX	158	160	A	3		TYPE OF TAX
P1MILR	161	169	S	9	9,6	MILLAGE RATE
P1BSTX	170	178	S	9	9,2	BASE TAX AMOUNT
P1DISC	179	187	S	9	9,2	DISCOUNT AMOUNT
P1PNLT	188	196	S	9	9,2	PENALTY AMOUNT
P1OWNM	197	226	A	30		OWNER NAME
P1OWA1	227	256	A	30		OWNER ADDRESS LINE 2
P1OWA2	257	286	A	30		OWNER ADDRESS LINE 3
P1OWCT	287	316	A	30		OWNER CITY
P1OWST	317	318	A	2		OWNER STATE
P1OWZP	319	327	A	9		OWNER ZIP
P1INPC	328	332	A	5	5,2	INTERIM %
OWNER 2	333	363	A	30		
CARE OF	364	394	A	30		

# COUNTY OF MONROE

## Exhibit B1 - Interim County/Municipal Tax Mailer (Green Ink)

COUNTY OF MONROE TOWNSHIP OF BARRETT 2019 TAX NOTICE JANUARY 1, 2019

RECEIVING HOURS: PLEASE CALL FOR HOURS  
WWW.JUDITHLINDERTAXCOLLECTOR.COM  
TELEPHONE 570-595-2725  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 5530 BILL NUMBER: 00011 CA

PARCEL NUMBER	TYPE	CLASS	BUILDING	LAND	ASSESSMENT	10 % PENALTY
01/6/1/19-42/	INT	9	CTY 21.25	15.42	15.73	17.30
			LIB 1.5	1.09	1.11	1.22
			MON 18.75	13.60	13.88	15.27
AMOUNT IF PAID BY			FEB 28, 2019	APR 30, 2019	DEC 31, 2019	
TOTAL TAX DUE			30.11	30.72	33.79	

TAX AMT BASED ON ASSESSMENT x 42.00% ROUNDED  
TO THE NEAREST 10TH OF A DOLLAR x MILLAGE  
PAYABLE IN UNITED STATES CURRENCY ONLY.  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.

LOT 809 PLOT III PIN 01639801454961

COUNTY OF MONROE TOWNSHIP OF BARRETT 2019 TAX NOTICE JANUARY 1, 2019

RECEIVING HOURS: PLEASE CALL FOR HOURS  
WWW.JUDITHLINDERTAXCOLLECTOR.COM  
TELEPHONE 570-595-2725  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 5530 BILL NUMBER: 00011 CA

PARCEL NUMBER	TYPE	CLASS	BUILDING	LAND	ASSESSMENT	10 % PENALTY
01/6/1/19-42/	INT	9	CTY 21.25	15.42	15.73	17.30
			LIB 1.5	1.09	1.11	1.22
			MON 18.75	13.60	13.88	15.27
AMOUNT IF PAID BY			FEB 28, 2019	APR 30, 2019	DEC 31, 2019	
TOTAL TAX DUE			30.11	30.72	33.79	

TAX AMT BASED ON ASSESSMENT x 42.00% ROUNDED  
TO THE NEAREST 10TH OF A DOLLAR x MILLAGE  
PAYABLE IN UNITED STATES CURRENCY ONLY.  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.

LOT 809 PLOT III PIN 01639801454961

COUNTY OF MONROE TOWNSHIP OF BARRETT 2019 TAX NOTICE JANUARY 1, 2019

RECEIVING HOURS: PLEASE CALL FOR HOURS  
WWW.JUDITHLINDERTAXCOLLECTOR.COM  
TELEPHONE 570-595-2725  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 5530 BILL NUMBER: 00011 CA

PARCEL NUMBER	TYPE	CLASS	BUILDING	LAND	ASSESSMENT	10 % PENALTY
01/6/1/19-42/	INT	9	CTY 21.25	15.42	15.73	17.30
			LIB 1.5	1.09	1.11	1.22
			MON 18.75	13.60	13.88	15.27
AMOUNT IF PAID BY			FEB 28, 2019	APR 30, 2019	DEC 31, 2019	
TOTAL TAX DUE			30.11	30.72	33.79	

TAX AMT BASED ON ASSESSMENT x 42.00% ROUNDED  
TO THE NEAREST 10TH OF A DOLLAR x MILLAGE  
PAYABLE IN UNITED STATES CURRENCY ONLY.  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.

LOT 809 PLOT III PIN 01639801454961

### ADDRESS CHANGE FORM

COUNTY OF MONROE TOWNSHIP OF BARRETT  
2019 TAX NOTICE

PIN 01639801454961 CLASS 9

PARCEL NUMBER	TYPE	ASSESSMENT
01/6/1/19-42/	INT	1,750
BUILDING	1,750	LAND 0

TAXPAYER  
NAME  
AND  
ADDRESS

IF YOU ARE REQUESTING AN ADDRESS CHANGE,  
DETACH AND SEND THIS BOTTOM PORTION ONLY  
TO THE ADDRESS LISTED BELOW

MAIL ADDRESS CHANGE FORM ONLY TO:  
MONROE COUNTY ASSESSMENT OFFICE  
MONROE COUNTY ADMINISTRATIVE CENTER  
1 QUAKER PLAZA, ROOM #102  
STROUDSBURG, PA 18360-2171  
PHONE (570) 517-3133

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PLEASE PRINT  
NEW ADDRESS: \_\_\_\_\_

# COUNTY OF MONROE

## Exhibit B2 - Interim School Tax Mailer (Magenta Ink)

COUNTY OF MONROE POCONO MTN SD/BARRETT TWP 2019 TAX NOTICE JANUARY 1, 2019

RECEIVING HOURS: PLEASE CALL FOR HOURS  
WWW.JUDITHLINDERTAXCOLLECTOR.COM  
TELEPHONE 570-595-2725  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 5530 BILL NUMBER: 00011 SA

PARCEL NUMBER	TYPE	CLASS	BUILDING	LAND	ASSESSMENT	1,750
01/6/1/19-42/	INT	9	SCH	135.29	213.46	217.82
					213.46	239.60

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE. DO NOT DETACH

TAXPAYER NAME AND ADDRESS

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL. RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT. RECEIPT NOT VALID UNTIL CHECK CLEARS BANK.

AMOUNT IF PAID BY: FEB 28, 2019 APR 30, 2019 DEC 31, 2019

TOTAL TAX DUE: 213.46 217.82 239.60

TAX AMT BASED ON ASSESSMENT x 92.00% ROUNDED TO THE NEAREST 10TH OF A DOLLAR x MILLAGE PAYABLE IN UNITED STATES CURRENCY ONLY

DATE RECEIVED: AMOUNT RECEIVED

PAYMENT RECEIVED BY: PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.

LOT 809 PLOT III PIN 01639801454961

COUNTY OF MONROE POCONO MTN SD/BARRETT TWP 2019 TAX NOTICE JANUARY 1, 2019

RECEIVING HOURS: PLEASE CALL FOR HOURS  
WWW.JUDITHLINDERTAXCOLLECTOR.COM  
TELEPHONE 570-595-2725  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 5530 BILL NUMBER: 00011 SA

PARCEL NUMBER	TYPE	CLASS	BUILDING	LAND	ASSESSMENT	1,750
01/6/1/19-42/	INT	9	SCH	135.29	213.46	217.82
					213.46	239.60

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE. DO NOT DETACH

TAXPAYER NAME AND ADDRESS

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL. RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT. RECEIPT NOT VALID UNTIL CHECK CLEARS BANK.

AMOUNT IF PAID BY: FEB 28, 2019 APR 30, 2019 DEC 31, 2019

TOTAL TAX DUE: 213.46 217.82 239.60

TAX AMT BASED ON ASSESSMENT x 92.00% ROUNDED TO THE NEAREST 10TH OF A DOLLAR x MILLAGE PAYABLE IN UNITED STATES CURRENCY ONLY

DATE RECEIVED: AMOUNT RECEIVED

PAYMENT RECEIVED BY: PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.

LOT 809 PLOT III PIN 01639801454961

COUNTY OF MONROE POCONO MTN SD/BARRETT TWP 2019 TAX NOTICE JANUARY 1, 2019

RECEIVING HOURS: PLEASE CALL FOR HOURS  
WWW.JUDITHLINDERTAXCOLLECTOR.COM  
TELEPHONE 570-595-2725  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 5530 BILL NUMBER: 00011 SA

PARCEL NUMBER	TYPE	CLASS	BUILDING	LAND	ASSESSMENT	1,750
01/6/1/19-42/	INT	9	SCH	135.29	213.46	217.82
					213.46	239.60

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE. DO NOT DETACH

TAXPAYER NAME AND ADDRESS

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL. RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT. RECEIPT NOT VALID UNTIL CHECK CLEARS BANK.

AMOUNT IF PAID BY: FEB 28, 2019 APR 30, 2019 DEC 31, 2019

TOTAL TAX DUE: 213.46 217.82 239.60

TAX AMT BASED ON ASSESSMENT x 92.00% ROUNDED TO THE NEAREST 10TH OF A DOLLAR x MILLAGE PAYABLE IN UNITED STATES CURRENCY ONLY

DATE RECEIVED: AMOUNT RECEIVED

PAYMENT RECEIVED BY: PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.

LOT 809 PLOT III PIN 01639801454961

### ADDRESS CHANGE FORM

COUNTY OF MONROE POCONO MTN SD/BARRETT TWP  
2019 TAX NOTICE

PIN 01639801454961 CLASS 9

PARCEL NUMBER	TYPE	ASSESSMENT
01/6/1/19-42/	INT	1,750
BUILDING	1,750	LAND 0

TAXPAYER  
NAME  
AND  
ADDRESS

IF YOU ARE REQUESTING AN ADDRESS CHANGE,  
DETACH AND SEND THIS BOTTOM PORTION ONLY  
TO THE ADDRESS LISTED BELOW

### MAIL ADDRESS CHANGE FORM ONLY TO:

MONROE COUNTY ASSESSMENT OFFICE  
MONROE COUNTY ADMINISTRATIVE CENTER  
1 QUAKER PLAZA, ROOM #102  
STROUDSBURG, PA 16860-2171  
PHONE (570) 517-3133

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PLEASE PRINT  
NEW ADDRESS: \_\_\_\_\_

# COUNTY OF MONROE

## Exhibit B3 – County/Municipal Tax Mailer (Blue Ink)

COUNTY OF MONROE BORO OF DELAWARE WATER GAP 2019 TAX NOTICE MARCH 1, 2019

RECEIVING HOURS EVERY WEDNESDAY 1PM-7PM  
CLOSED NOV 27 + DEC 25  
TELEPHONE 570-476-0179  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019  
TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

PAYABLE TO  
TAX  
COLLECTOR  
& MAIL TO:

ACCOUNT # 57396 BILL NUMBER: 00278 C2

PARCEL NUMBER	TYPE	CLASS	BUILDING	LAND	ASSESSMENT
04/1/3/17/	RE	9	7,060	11,900	18,960

TYPE TAX	MILLS	2 % DISCOUNT	BASIC	10 % PENALTY
CTY	21.25	394.84	402.90	443.19
BMS	1.75	32.52	33.18	36.50
LIB	1.1	20.44	20.86	22.95
MUN	16.6	308.45	314.74	346.21

TAKES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE DO NOT DETACH

TAXPAYER  
NAME  
AND  
ADDRESS

PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.  
PIN 04731008899602

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL  
RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT  
RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

COUNTY OF MONROE BORO OF DELAWARE WATER GAP 2019 TAX NOTICE MARCH 1, 2019

RECEIVING HOURS EVERY WEDNESDAY 1PM-7PM  
CLOSED NOV 27 + DEC 25  
TELEPHONE 570-476-0179  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019  
TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

PAYABLE TO  
TAX  
COLLECTOR  
& MAIL TO:

ACCOUNT # 57396 BILL NUMBER: 00278 C2

PARCEL NUMBER	TYPE	CLASS	BUILDING	LAND	ASSESSMENT
04/1/3/17/	RE	9	7,060	11,900	18,960

TYPE TAX	MILLS	2 % DISCOUNT	BASIC	10 % PENALTY
CTY	21.25	394.84	402.90	443.19
BMS	1.75	32.52	33.18	36.50
LIB	1.1	20.44	20.86	22.95
MUN	16.6	308.45	314.74	346.21

TAKES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE DO NOT DETACH

TAXPAYER  
NAME  
AND  
ADDRESS

PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.  
PIN 04731008899602

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL  
RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT  
RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

COUNTY OF MONROE BORO OF DELAWARE WATER GAP 2019 TAX NOTICE MARCH 1, 2019

RECEIVING HOURS EVERY WEDNESDAY 1PM-7PM  
CLOSED NOV 27 + DEC 25  
TELEPHONE 570-476-0179  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019  
TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

PAYABLE TO  
TAX  
COLLECTOR  
& MAIL TO:

ACCOUNT # 57396 BILL NUMBER: 00278 C2

PARCEL NUMBER	TYPE	CLASS	BUILDING	LAND	ASSESSMENT
04/1/3/17/	RE	9	7,060	11,900	18,960

TYPE TAX	MILLS	2 % DISCOUNT	BASIC	10 % PENALTY
CTY	21.25	394.84	402.90	443.19
BMS	1.75	32.52	33.18	36.50
LIB	1.1	20.44	20.86	22.95
MUN	16.6	308.45	314.74	346.21

TAKES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE DO NOT DETACH

TAXPAYER  
NAME  
AND  
ADDRESS

PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.  
PIN 04731008899602

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL  
RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT  
RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

### ADDRESS CHANGE FORM

COUNTY OF MONROE BORO OF DELAWARE WATER GAP  
2019 TAX NOTICE

PIN 04731008899602

CLASS 9

PARCEL NUMBER	TYPE	ASSESSMENT
04/1/3/17/	RE	18,960
BUILDING	7,060	LAND 11,900

IF YOU ARE REQUESTING AN ADDRESS CHANGE,  
DETACH AND SEND THIS BOTTOM PORTION ONLY  
TO THE ADDRESS LISTED BELOW

### MAIL ADDRESS CHANGE FORM ONLY TO:

MONROE COUNTY ASSESSMENT OFFICE  
MONROE COUNTY ADMINISTRATIVE CENTER  
1 QUAKER PLAZA, ROOM #102  
STROUDSBURG, PA 18360-2171  
PHONE (570) 517-3133

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PLEASE PRINT  
NEW ADDRESS: \_\_\_\_\_

TAXPAYER  
NAME  
AND  
ADDRESS

# COUNTY OF MONROE

## Exhibit B4 – School Tax Mailer (Page 1 – grey stock)- Current Copy

COUNTY OF MONROE PLEASANT VALLEY SD/ROSS TWP  
MAKE CHECK PAYABLE & MAIL TO:

BILL # 01987 SCH ACCOUNT #150300  
Bill Date: 08/01/20

### 2020 TAX NOTICE TAXPAYER COPY

Receiving Hours: TUES 10-2  
THURS 12-4

Telephone 570-402-1804

TAXPAYER:

#### NOTICE OF PROPERTY TAX RELIEF

Your enclosed tax bill may include a tax reduction for your homestead and/or farmstead property. If you are an eligible homestead and/or farmstead property owner, you have received tax relief through a homestead and/or farmstead exclusion which has been provided under the Pennsylvania Taxpayer Relief Act, a law passed by the Pennsylvania General Assembly designed to reduce your property taxes.

BILL # 01987		ACCOUNT # 150300	
LAND 9,220	BLDG 229,070	TOTAL 238,290	CLASS 7
PARCEL NUMBER 15.8C.1.48-1			
ASSESSMENT	BASE ASSESSMENT	LESS EXCLUSION	NET BASE ASSMNT
HOMESTEAD	206,770	22,184	184,586
FARMSTEAD	31,520	18,980	12,540
TOTAL	238,290		197,126
TAX LIABILITY	BASE AMOUNT	LESS EXCLUSION	NET BASE AMOUNT
HOMESTEAD	4,738.73	508.41	4,230.32
FARMSTEAD	722.37	434.98	287.39
TOTAL	5,461.10		4,517.71
Type Tax	Mills	2% Discount	Net Base Amt
SCH	22.9179 ML	4,427.37	4,517.72
LIB	.2636 ML	61.56	62.82
AMOUNT IF PAID BY		09/30/20	11/30/20
PAY THIS AMOUNT		4,488.93	4,580.54
		12/31/20	5,038.59
<p>RETURN BOTH STUBS WITH A SELF-ADDRESSED STAMPED ENVELOPE FOR A RETURN RECEIPT.</p> <p>IF PROPERTY WAS SOLD, OR TAXES PAID BY A MORTGAGE CO. FORWARD BILL TO APPROPRIATE PARTY.</p> <p>CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15.</p> <p>PAYABLE IN UNITED STATES CURRENCY ONLY. RECEIPT NOT VALID UNTIL CHECK CLEARS BANK.</p> <p>PAYMENT OF FIRST INSTALLMENT COMMITS TAXPAYER TO THE INSTALLMENT FORM OF REMITTANCE.</p> <p>UNPAID ACCOUNTS RETURNED FOR COLLECTION AFTER DEC 31 TO COUNTY TAX CLAIM BUREAU AT 570-517-3172.</p>			

COUNTY OF PLEASANT VALLEY SD/ROSS TWP  
MONROE Full or First Installment  
BILLING DATE: 08/01/20 BILL NUMBER: 01987 SCH

<b>Full Payment</b>	If Paid By 09/30/20	Discount Tax 4,488.93
	If Paid By 11/30/20	Base Tax 4,580.54
	If Paid By 12/31/20	Penalty Tax 5,038.59
OR		
<b>Installment Plan</b>	If Paid By 08/31/20	First Payment 1,526.84

PROPERTY DESCRIPTION

CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT # 150300

PARCEL NUMBER 15.8C.1.48-1

TAXPAYER:

PIN 15625700540271

Return both stubs to your tax collector  
with a self-addressed stamped envelope for a return receipt.

COUNTY OF PLEASANT VALLEY SD/ROSS TWP  
MONROE Full or First Installment  
BILLING DATE: 08/01/20 BILL NUMBER: 01987 SCH

<b>Full Payment</b>	If Paid By 09/30/20	Discount Tax 4,488.93
	If Paid By 11/30/20	Base Tax 4,580.54
	If Paid By 12/31/20	Penalty Tax 5,038.59
OR		
<b>Installment Plan</b>	If Paid By 08/31/20	First Payment 1,526.84

PROPERTY DESCRIPTION

CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT # 150300

PARCEL NUMBER 15.8C.1.48-1

TAXPAYER:

PIN 15625700540271

Return both stubs to your tax collector  
with a self-addressed stamped envelope for a return receipt.



# COUNTY OF MONROE

## Exhibit B4 – School Tax Mailer (Page 2 – grey stock) – Current Copy – Revised for 2021 –See page 37

COUNTY OF  
MONROE PLEASANT VALLEY SD/ROSS TWP

### Second Installment

BILLING DATE: 08/01/20 BILL NUMBER 01987 SCH

<b>Installment Plan</b>	If Paid By 10/31/20	Second Payment 1,526.85
Penalty 10 %	If Paid By 12/31/20	Penalty Amount 1,679.53

PROPERTY DESCRIPTION

CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT # 150300  
PARCEL NUMBER 15.8C.1.48-1  
TAXPAYER:

COUNTY OF  
MONROE PLEASANT VALLEY SD/ROSS TWP

### Second Installment

BILLING DATE: 08/01/20 BILL NUMBER 01987 SCH

<b>Installment Plan</b>	If Paid By 10/31/20	Second Payment 1,526.85
Penalty 10 %	If Paid By 12/31/20	Penalty Amount 1,679.53

PROPERTY DESCRIPTION

CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT # 150300  
PARCEL NUMBER 15.8C.1.48-1  
TAXPAYER:

PIN 15625700540271

Return both stubs to your tax collector  
with a self-addressed stamped envelope for a return receipt.

COUNTY OF  
MONROE PLEASANT VALLEY SD/ROSS TWP

### Third Installment

BILLING DATE: 08/01/20 BILL NUMBER 01987 SCH

<b>Installment Plan</b>	If Paid By 12/31/20	Final Payment 1,526.85
UNPAID ACCOUNTS RETURNED FOR COLLECTION AFTER DEC 31 WITH 10% PENALTY TO: COUNTY TAX CLAIM BUREAU AT 570-517-3172		

PROPERTY DESCRIPTION

CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT # 150300  
PARCEL NUMBER 15.8C.1.48-1  
TAXPAYER:

PIN 15625700540271

Return both stubs to your tax collector  
with a self-addressed stamped envelope for a return receipt.

COUNTY OF  
MONROE PLEASANT VALLEY SD/ROSS TWP

### Third Installment

BILLING DATE: 08/01/20 BILL NUMBER 01987 SCH

<b>Installment Plan</b>	If Paid By 12/31/20	Final Payment 1,526.85
UNPAID ACCOUNTS RETURNED FOR COLLECTION AFTER DEC 31 WITH 10% PENALTY TO: COUNTY TAX CLAIM BUREAU AT 570-517-3172		

PROPERTY DESCRIPTION

CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT # 150300  
PARCEL NUMBER 15.8C.1.48-1  
TAXPAYER:

PIN 15625700540271

Return both stubs to your tax collector  
with a self-addressed stamped envelope for a return receipt.

PIN 15625700540271

Return both stubs to your tax collector  
with a self-addressed stamped envelope for a return receipt.

COUNTY OF MONROE PLEASANT VALLEY SD/ROSS TWP  
2020 TAX NOTICE

TAXPAYER :  
NAME  
AND  
ADDRESS

PIN 15625700540271  
PARCEL NUMBER 15.8C.1.48-1

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PLEASE PRINT  
NEW ADDRESS: \_\_\_\_\_

549

## ADDRESS CHANGE FORM

IF YOU ARE REQUESTING AN ADDRESS  
CHANGE, DETACH AND SEND THIS  
BOTTOM PORTION ONLY TO THE  
ADDRESS LISTED BELOW



### MAIL ADDRESS CHANGE FORM ONLY TO:

MONROE COUNTY ASSESSMENT OFFICE  
MONROE COUNTY ADMINISTRATIVE CENTER  
1 QUAKER PLAZA, ROOM #102  
STROUDSBURG, PA 18360-2171  
PHONE (570) 517-3133

# COUNTY OF MONROE

## Exhibit B5 – Reminder County/Municipal Tax Mailer (Blue Ink)

COUNTY OF MONROE BORO OF DELAWARE WATER GAP 2019 TAX NOTICE MARCH 1, 2019

PAYABLE TO CHRISTINE FARBER  
TAX COLLECTOR & MAIL TO:

RECEIVING HOURS: EVERY WEDNESDAY 1PM-7PM  
CLOSED NOV 27 + DEC 25  
TELEPHONE 570-476-0179  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 57396 BILL NUMBER: 00278 C2

PARCEL NUMBER	TYPE	CLASS	BUILDING	7,060	LAND	11,900	ASSESSMENT	18,960
04/1/3/17/	RE	9	CTY	21.25			394.84	402.90
			EMS	1.75			32.52	33.18
			LIB	1.1			20.44	20.86
			MUN	16.6			308.45	314.74
			AMOUNT IF PAID BY		APR 30, 2019	JUN 30, 2019	DEC 31, 2019	
			TOTAL TAX DUE		756.25	771.68	848.85	

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE DO NOT DETACH

TAXPAYER NAME AND ADDRESS

PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.  
PIN 04731008899602

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL  
RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT  
RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

COUNTY OF MONROE BORO OF DELAWARE WATER GAP 2019 TAX NOTICE MARCH 1, 2019

PAYABLE TO CHRISTINE FARBER  
TAX COLLECTOR & MAIL TO:

RECEIVING HOURS: EVERY WEDNESDAY 1PM-7PM  
CLOSED NOV 27 + DEC 25  
TELEPHONE 570-476-0179  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 57396 BILL NUMBER: 00278 C2

PARCEL NUMBER	TYPE	CLASS	BUILDING	7,060	LAND	11,900	ASSESSMENT	18,960
04/1/3/17/	RE	9	CTY	21.25			394.84	402.90
			EMS	1.75			32.52	33.18
			LIB	1.1			20.44	20.86
			MUN	16.6			308.45	314.74
			AMOUNT IF PAID BY		APR 30, 2019	JUN 30, 2019	DEC 31, 2019	
			TOTAL TAX DUE		756.25	771.68	848.85	

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE DO NOT DETACH

TAXPAYER NAME AND ADDRESS

PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.  
PIN 04731008899602

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL  
RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT  
RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

COUNTY OF MONROE BORO OF DELAWARE WATER GAP 2019 TAX NOTICE MARCH 1, 2019

PAYABLE TO CHRISTINE FARBER  
TAX COLLECTOR & MAIL TO:

RECEIVING HOURS: EVERY WEDNESDAY 1PM-7PM  
CLOSED NOV 27 + DEC 25  
TELEPHONE 570-476-0179  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 57396 BILL NUMBER: 00278 C2

PARCEL NUMBER	TYPE	CLASS	BUILDING	7,060	LAND	11,900	ASSESSMENT	18,960
04/1/3/17/	RE	9	CTY	21.25			394.84	402.90
			EMS	1.75			32.52	33.18
			LIB	1.1			20.44	20.86
			MUN	16.6			308.45	314.74
			AMOUNT IF PAID BY		APR 30, 2019	JUN 30, 2019	DEC 31, 2019	
			TOTAL TAX DUE		756.25	771.68	848.85	

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE DO NOT DETACH

TAXPAYER NAME AND ADDRESS

PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.  
PIN 04731008899602

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL  
RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT  
RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

### ADDRESS CHANGE FORM

COUNTY OF MONROE BORO OF DELAWARE WATER GAP  
2019 TAX NOTICE

PIN 04731008899602

CLASS 9

PARCEL NUMBER	TYPE	ASSESSMENT
04/1/3/17/	RE	18,960
BUILDING 7,060	LAND	11,900

IF YOU ARE REQUESTING AN ADDRESS CHANGE,  
DETACH AND SEND THIS BOTTOM PORTION ONLY  
TO THE ADDRESS LISTED BELOW

#### MAIL ADDRESS CHANGE FORM ONLY TO:

MONROE COUNTY ASSESSMENT OFFICE  
MONROE COUNTY ADMINISTRATIVE CENTER  
1 QUAKER PLAZA, ROOM #102  
STROUDSBURG, PA 18360-2171  
PHONE (570) 517-3133

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PLEASE PRINT  
NEW ADDRESS: \_\_\_\_\_

TAXPAYER  
NAME  
AND  
ADDRESS

# COUNTY OF MONROE

## Exhibit B6 – Reminder Interim County/Municipal Tax Mailer (Green Ink)

COUNTY OF MONROE TOWNSHIP OF CHESTNUTHILL 2019 TAX NOTICE JANUARY 1, 2019  
RECEIVING HOURS: BY APPOINTMENT

PAYABLE TO JUNE O'NEILL TAX COLLECTOR  
TAX PO BOX 743  
COLLECTOR EFFORT PA 18330-0743  
& MAIL TO:

TELEPHONE 570-801-7750  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 20432 BILL NUMBER: CA

PARCEL NUMBER	TYPE	CLASS	BUILDING	1,080 LAND	0	ASSESSMENT	1,080
02/88524///	RE	9	CTY	21.25	9.37	9.56	10.52
			FIR	1.47	0.65	0.66	0.73
			MUN	7.23	3.18	3.25	3.58
AMOUNT IF PAID BY			FEB 28, 2019	APR 30, 2019	DEC 31, 2019		
TOTAL TAX DUE			13.20	13.47	14.83		

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE. DO NOT DETACH

TAXPAYER NAME AND ADDRESS

TAX AMT BASED ON ASSESSMENT x 42.00% ROUNDED TO THE NEAREST 10TH OF A DOLLAR x MILLAGE

PAYABLE IN UNITED STATES CURRENCY ONLY

DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_

PAYMENT RECEIVED BY \_\_\_\_\_

PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER

LOT 92 SEC 2 PIN 02634003036666

COUNTY OF MONROE TOWNSHIP OF CHESTNUTHILL 2019 TAX NOTICE JANUARY 1, 2019  
RECEIVING HOURS: BY APPOINTMENT

PAYABLE TO JUNE O'NEILL TAX COLLECTOR  
TAX PO BOX 743  
COLLECTOR EFFORT PA 18330-0743  
& MAIL TO:

TELEPHONE 570-801-7750  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 20432 BILL NUMBER: CA

PARCEL NUMBER	TYPE	CLASS	BUILDING	1,080 LAND	0	ASSESSMENT	1,080
02/88524///	RE	9	CTY	21.25	9.37	9.56	10.52
			FIR	1.47	0.65	0.66	0.73
			MUN	7.23	3.18	3.25	3.58
AMOUNT IF PAID BY			FEB 28, 2019	APR 30, 2019	DEC 31, 2019		
TOTAL TAX DUE			13.20	13.47	14.83		

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE. DO NOT DETACH

TAXPAYER NAME AND ADDRESS

TAX AMT BASED ON ASSESSMENT x 42.00% ROUNDED TO THE NEAREST 10TH OF A DOLLAR x MILLAGE

PAYABLE IN UNITED STATES CURRENCY ONLY

DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_

PAYMENT RECEIVED BY \_\_\_\_\_

PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER

LOT 92 SEC 2 PIN 02634003036666

COUNTY OF MONROE TOWNSHIP OF CHESTNUTHILL 2019 TAX NOTICE JANUARY 1, 2019  
RECEIVING HOURS: BY APPOINTMENT

PAYABLE TO JUNE O'NEILL TAX COLLECTOR  
TAX PO BOX 743  
COLLECTOR EFFORT PA 18330-0743  
& MAIL TO:

TELEPHONE 570-801-7750  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 20432 BILL NUMBER: CA

PARCEL NUMBER	TYPE	CLASS	BUILDING	1,080 LAND	0	ASSESSMENT	1,080
02/88524///	RE	9	CTY	21.25	9.37	9.56	10.52
			FIR	1.47	0.65	0.66	0.73
			MUN	7.23	3.18	3.25	3.58
AMOUNT IF PAID BY			FEB 28, 2019	APR 30, 2019	DEC 31, 2019		
TOTAL TAX DUE			13.20	13.47	14.83		

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE. DO NOT DETACH

TAXPAYER NAME AND ADDRESS

TAX AMT BASED ON ASSESSMENT x 42.00% ROUNDED TO THE NEAREST 10TH OF A DOLLAR x MILLAGE

PAYABLE IN UNITED STATES CURRENCY ONLY

DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_

PAYMENT RECEIVED BY \_\_\_\_\_

PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER

LOT 92 SEC 2 PIN 02634003036666

### ADDRESS CHANGE FORM

COUNTY OF MONROE TOWNSHIP OF CHESTNUTHILL  
2019 TAX NOTICE

PIN 02634003036666

CLASS 9

PARCEL NUMBER	TYPE	ASSESSMENT
02/88524///	RE	1,080
BUILDING	1,080	LAND 0

IF YOU ARE REQUESTING AN ADDRESS CHANGE,  
DETACH AND SEND THIS BOTTOM PORTION ONLY  
TO THE ADDRESS LISTED BELOW

MAIL ADDRESS CHANGE FORM ONLY TO:  
MONROE COUNTY ASSESSMENT OFFICE  
MONROE COUNTY ADMINISTRATIVE CENTER  
1 QUAKER PLAZA, ROOM #102  
STROUDSBURG, PA 18360-2171  
PHONE (570) 517-3133

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TAXPAYER  
NAME  
AND  
ADDRESS

PLEASE PRINT  
NEW ADDRESS: \_\_\_\_\_

# COUNTY OF MONROE

## Exhibit B7 – Reminder Interim School Tax Mailer (Magenta Ink)

COUNTY OF MONROE TOWNSHIP OF CHESTNUTHILL 2019 TAX NOTICE JANUARY 1, 2019  
RECEIVING HOURS: BY APPOINTMENT

PAYABLE TO JUNE O'NEILL TAX COLLECTOR  
TAX COLLECTOR  
& MAIL TO:

TELEPHONE 570-801-7750  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 20432 BILL NUMBER: CA

PARCEL NUMBER	TYPE	CLASS	BUILDING	1,080 LAND	0	ASSESSMENT	1,080
02/88524///	RE	9	CTY 21.25	9.37	9.56	10.52	
			FIR 1.47	0.65	0.66	0.73	
			MUN 7.23	3.18	3.25	3.58	
AMOUNT IF PAID BY			FEB 28, 2019	APR 30, 2019	DEC 31, 2019		
TOTAL TAX DUE			13.20	13.47	14.83		

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE. DO NOT DETACH

TAXPAYER NAME AND ADDRESS

TAX AMT BASED ON ASSESSMENT x 42.00% ROUNDED TO THE NEAREST 10TH OF A DOLLAR x MILLAGE  
PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL  
RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT  
RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

LOT 92 SEC 2 PIN 02634003036666

COUNTY OF MONROE TOWNSHIP OF CHESTNUTHILL 2019 TAX NOTICE JANUARY 1, 2019  
RECEIVING HOURS: BY APPOINTMENT

PAYABLE TO JUNE O'NEILL TAX COLLECTOR  
TAX COLLECTOR  
& MAIL TO:

TELEPHONE 570-801-7750  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 20432 BILL NUMBER: CA

PARCEL NUMBER	TYPE	CLASS	BUILDING	1,080 LAND	0	ASSESSMENT	1,080
02/88524///	RE	9	CTY 21.25	9.37	9.56	10.52	
			FIR 1.47	0.65	0.66	0.73	
			MUN 7.23	3.18	3.25	3.58	
AMOUNT IF PAID BY			FEB 28, 2019	APR 30, 2019	DEC 31, 2019		
TOTAL TAX DUE			13.20	13.47	14.83		

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE. DO NOT DETACH

TAXPAYER NAME AND ADDRESS

TAX AMT BASED ON ASSESSMENT x 42.00% ROUNDED TO THE NEAREST 10TH OF A DOLLAR x MILLAGE  
PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL  
RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT  
RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

LOT 92 SEC 2 PIN 02634003036666

COUNTY OF MONROE TOWNSHIP OF CHESTNUTHILL 2019 TAX NOTICE JANUARY 1, 2019  
RECEIVING HOURS: BY APPOINTMENT

PAYABLE TO JUNE O'NEILL TAX COLLECTOR  
TAX COLLECTOR  
& MAIL TO:

TELEPHONE 570-801-7750  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2019

TAXES UNPAID WILL RETURN TO COUNTY TAX CLAIM BUREAU ON: JAN 1, 2020

ACCOUNT # 20432 BILL NUMBER: CA

PARCEL NUMBER	TYPE	CLASS	BUILDING	1,080 LAND	0	ASSESSMENT	1,080
02/88524///	RE	9	CTY 21.25	9.37	9.56	10.52	
			FIR 1.47	0.65	0.66	0.73	
			MUN 7.23	3.18	3.25	3.58	
AMOUNT IF PAID BY			FEB 28, 2019	APR 30, 2019	DEC 31, 2019		
TOTAL TAX DUE			13.20	13.47	14.83		

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE. DO NOT DETACH

TAXPAYER NAME AND ADDRESS

TAX AMT BASED ON ASSESSMENT x 42.00% ROUNDED TO THE NEAREST 10TH OF A DOLLAR x MILLAGE  
PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL  
RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT  
RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

LOT 92 SEC 2 PIN 02634003036666

### ADDRESS CHANGE FORM

COUNTY OF MONROE TOWNSHIP OF CHESTNUTHILL  
2019 TAX NOTICE

PIN 02634003036666

CLASS 9

PARCEL NUMBER	TYPE	ASSESSMENT
02/88524///	RE	1,080
BUILDING	1,080	LAND 0

IF YOU ARE REQUESTING AN ADDRESS CHANGE,  
DETACH AND SEND THIS BOTTOM PORTION ONLY  
TO THE ADDRESS LISTED BELOW

#### MAIL ADDRESS CHANGE FORM ONLY TO:

MONROE COUNTY ASSESSMENT OFFICE  
MONROE COUNTY ADMINISTRATIVE CENTER  
1 QUAKER PLAZA, ROOM #102  
STROUDSBURG, PA 18360-2171  
PHONE (570) 517-3133

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PLEASE PRINT

NEW ADDRESS: \_\_\_\_\_

TAXPAYER  
NAME  
AND  
ADDRESS

# COUNTY OF MONROE

## Exhibit B8 – Reminder School (letter) – Front Page

BARRETT TOWNSHIP TAX COLLECTOR

TUES & THURS 1-7PM CALL TO CONFIRM  
SEPT 16 17 19 23 24 26 30 1-7PM  
570-595-2725

PARCEL NUMBER: 01/17/1/75/

ACCOUNT #: 2150  
AMOUNT DUE: 6,891.81

LAST PAYMENT DATE TO  
TAX COLLECTOR DECEMBER 31, 2019

PERSONAL CHECKS WILL NOT BE ACCEPTED AFTER DECEMBER 15, 2019  
ONLY CASHIER CHECKS OR MONEY ORDERS WILL BE ACCEPTED

POCONO MTN SD/BARRETT TWP

SCHOOL REAL ESTATE REMINDER NOTICE

### REQUIRED NOTICE OF REAL ESTATE TAXES NOT PAID

OUR RECORDS AS OF NOVEMBER 15, 2019 INDICATE A BALANCE DUE ON YOUR SCHOOL REAL ESTATE TAXES FOR THE 2019 TAX YEAR. PLEASE SEE WHICH OF THE FOLLOWING CATEGORIES APPLIES TO YOU AND ACT ACCORDINGLY.

#### Category #1 - Elected to Make Installment Tax Payments

1. IF YOU ELECTED INSTALLMENT PAYMENTS AND PAID THE FIRST AND SECOND PAYMENTS IN FULL BY THE REQUIRED DUE DATES, PLEASE DISREGARD THIS NOTICE. THE FINAL INSTALLMENT MUST BE MADE BY DECEMBER 31, 2019 TO AVOID HAVING A PENALTY ADDED.

#### Category #2 - Paid Taxes in Full Between November 15, 2019 and December 1, 2019

2. IF YOU PAID YOUR SCHOOL TAX IN FULL AT THE BASE AMOUNT AFTER NOVEMBER 15, 2019 PLEASE DISREGARD THIS NOTICE. THIS NOTICE WAS CREATED ON THAT DATE AND YOUR ACCOUNT HAS BEEN ADJUSTED TO REFLECT YOUR PAYMENT.

#### Category #3 - No Payments Made as of November 30, 2019

3. IF YOU DID NOT ELECT INSTALLMENT PAYMENTS AND DID NOT PAY YOUR TAXES IN FULL BY NOVEMBER 30, 2019, A PENALTY WAS ADDED TO THE AMOUNT YOU NOW OWE. IF THE TOTAL BALANCE, INCLUDING PENALTY, IS NOT PAID BY DECEMBER 31, 2019 YOUR TAXES WILL BE CONSIDERED DELINQUENT.

---

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR TAX COLLECTOR LISTED AT THE TOP OF THIS NOTICE. IF YOUR REAL ESTATE TAXES WERE SCHEDULED TO BE PAID FROM AN ESCROW ACCOUNT ESTABLISHED IN CONNECTION WITH YOUR MORTGAGE, YOU SHOULD IMMEDIATELY CONTACT THE COMPANY MANAGING YOUR ESCROW ACCOUNT.

*(See Other Side)*

## COUNTY OF MONROE

### Exhibit B8 – Reminder School (letter) – Reverse Side

**If your mailing address has changed because of the Enhanced 911, please sign and complete the change of address form and forward to the Monroe County Assessment Office.**

#### MONROE COUNTY

Monroe County Assessment Office  
1 Quaker Plaza, Room #102  
Stroudsburg, PA 18360-2171  
Phone (570) 517-3133 Fax (570) 517-3854

#### ADDRESS CHANGE FORM

Please fax or mail to the address listed above.

Name \_\_\_\_\_

Street \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Parcel Number \_\_\_\_\_

Date: \_\_\_\_\_ Signature required for change \_\_\_\_\_

# COUNTY OF MONROE

## Exhibit B9 – Blank Bills (without Tax Collector information- Interim A, County/Municipal, Interim B)

COUNTY OF MONROE

PAYABLE TO  
TAX  
COLLECTOR  
& MAIL TO:

RECEIVING HOURS: \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
LAST PAYMENT DATE TO TAX COLLECTOR: \_\_\_\_\_  
TAXES UNPAID WILL RETURN TO TAX CLAIM BUREAU

ACCOUNT # \_\_\_\_\_ BILL NUMBER: \_\_\_\_\_

PARCEL NUMBER	TYPE	CLASS	BUILDING	LAND	ASSESSMENT	DISCOUNT	BASIC	PENALTY

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE DO NOT DETACH

TAXPAYER  
NAME  
AND  
ADDRESS

AMOUNT IF PAID BY  
TOTAL TAX DUE

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.  
PIN \_\_\_\_\_

COUNTY OF MONROE

PAYABLE TO  
TAX  
COLLECTOR  
& MAIL TO:

RECEIVING HOURS: \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
LAST PAYMENT DATE TO TAX COLLECTOR: \_\_\_\_\_  
TAXES UNPAID WILL RETURN TO TAX CLAIM BUREAU ON: \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ BILL NUMBER: \_\_\_\_\_

PARCEL NUMBER	TYPE	CLASS	BUILDING	LAND	ASSESSMENT	DISCOUNT	BASIC	PENALTY

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE DO NOT DETACH

TAXPAYER  
NAME  
AND  
ADDRESS

AMOUNT IF PAID BY  
TOTAL TAX DUE

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.  
PIN \_\_\_\_\_

COUNTY OF MONROE

PAYABLE TO  
TAX  
COLLECTOR  
& MAIL TO:

RECEIVING HOURS: \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
LAST PAYMENT DATE TO TAX COLLECTOR: \_\_\_\_\_  
TAXES UNPAID WILL RETURN TO TAX CLAIM BUREAU ON: \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ BILL NUMBER: \_\_\_\_\_

PARCEL NUMBER	TYPE	CLASS	BUILDING	LAND	ASSESSMENT	DISCOUNT	BASIC	PENALTY

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE DO NOT DETACH

TAXPAYER  
NAME  
AND  
ADDRESS

AMOUNT IF PAID BY  
TOTAL TAX DUE

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.  
PIN \_\_\_\_\_

### ADDRESS CHANGE FORM

COUNTY OF MONROE

**IF YOU ARE REQUESTING AN ADDRESS CHANGE, DETACH AND SEND THIS BOTTOM PORTION ONLY TO THE ADDRESS LISTED BELOW**

PIN \_\_\_\_\_ CLASS \_\_\_\_\_

PARCEL NUMBER	TYPE	ASSESSMENT
207,303,007	RB	99.000

BUILDING \_\_\_\_\_

**MAIL ADDRESS CHANGE FORM ONLY TO:**  
MONROE COUNTY ASSESSMENT OFFICE  
MONROE COUNTY ADMINISTRATIVE CENTER  
1 QUAKER PLAZA, ROOM #102  
STROUDSBURG, PA 18360-2171  
PHONE (570) 517-3133

TAXPAYER  
NAME  
AND  
ADDRESS

DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
PLEASE PRINT  
NEW ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# COUNTY OF MONROE

## Exhibit B10 – Blank Bills (with Tax Collector information)-Interim A, County/Municipal, Interim B)

COUNTY OF MONROE SMITHFIELD

2018 TAX NOTICE MAR 1, 2018

RECEIVING HOURS: MAR-JUNE TUES 12-4 WED 2PM-6:00PM  
ALL OTHER BY APPT FAX: 570-424-0369  
TELEPHONE 570-424-8969  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2018

TAXES UNPAID WILL RETURN TO TAX CLAIM BUREAU ON: JAN 1, 2019

ACCOUNT #	BILL NUMBER	BUILDING	TYPE TAX	MILLS	LAND	ASSESSMENT	DISCOUNT	BASIC	PENALTY
		CTY		21.250					
		LIB		1.100					
		MUN		4.000					
AMOUNT IF PAID BY					APR 30, 2018	JUN 30, 2018	DEC 31, 2018		
TOTAL TAX DUE									

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE DO NOT DETACH

TAXPAYER NAME AND ADDRESS

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.  
PIN \_\_\_\_\_

COUNTY OF MONROE SMITHFIELD

2018 TAX NOTICE MAR 1, 2018

RECEIVING HOURS: MAR-JUNE TUES 12-4 WED 2PM-6:00PM  
ALL OTHER BY APPT FAX: 570-424-0369  
TELEPHONE 570-424-8969  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2018

TAXES UNPAID WILL RETURN TO TAX CLAIM BUREAU ON: JAN 1, 2019

ACCOUNT #	BILL NUMBER	BUILDING	TYPE TAX	MILLS	LAND	ASSESSMENT	DISCOUNT	BASIC	PENALTY
		CTY		21.250					
		LIB		1.100					
		MUN		4.000					
AMOUNT IF PAID BY					APR 30, 2018	JUN 30, 2018	DEC 31, 2018		
TOTAL TAX DUE									

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE DO NOT DETACH

TAXPAYER NAME AND ADDRESS

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.  
PIN \_\_\_\_\_

COUNTY OF MONROE SMITHFIELD

2018 TAX NOTICE MAR 1, 2018

RECEIVING HOURS: MAR-JUNE TUES 12-4 WED 2PM-6:00PM  
ALL OTHER BY APPT FAX: 570-424-0369  
TELEPHONE 570-424-8969  
LAST PAYMENT DATE TO TAX COLLECTOR: DEC 31, 2018

TAXES UNPAID WILL RETURN TO TAX CLAIM BUREAU ON: JAN 1, 2019

ACCOUNT #	BILL NUMBER	BUILDING	TYPE TAX	MILLS	LAND	ASSESSMENT	DISCOUNT	BASIC	PENALTY
		CTY		21.250					
		LIB		1.100					
		MUN		4.000					
AMOUNT IF PAID BY					APR 30, 2018	JUN 30, 2018	DEC 31, 2018		
TOTAL TAX DUE									

TAXES BILLED HEREON ARE NOW DUE AND PAYABLE AND DEMAND FOR PAYMENT IS HEREBY MADE DO NOT DETACH

TAXPAYER NAME AND ADDRESS

IF PROPERTY SOLD OR TAXES PAID BY A MORTGAGE COMPANY FORWARD TO APPROPRIATE PARTY WITH LOAN NUMBER WRITTEN ON TOP OF BILL RETURN ENTIRE BILL WITH A STAMPED SELF-ADDRESSED ENVELOPE WHEN REQUESTING A RETURN RECEIPT RECEIPT NOT VALID UNTIL CHECK CLEARS BANK

PAYABLE IN UNITED STATES CURRENCY ONLY  
DATE RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_  
PAYMENT RECEIVED BY \_\_\_\_\_  
PAYMENT MADE AFTER DEC 15 MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER.  
PIN \_\_\_\_\_

### ADDRESS CHANGE FORM

SMITHFIELD  
COUNTY OF MONROE

**IF YOU ARE REQUESTING AN ADDRESS CHANGE, DETACH AND SEND THIS BOTTOM PORTION ONLY TO THE ADDRESS LISTED BELOW**

#### MAIL ADDRESS CHANGE FORM ONLY TO:

MONROE COUNTY ASSESSMENT OFFICE  
MONROE COUNTY ADMINISTRATIVE CENTER  
1 QUAKER PLAZA, ROOM #102  
STROUDSBURG, PA 18360-2171  
PHONE (570) 517-3133

PIN \_\_\_\_\_ CLASS \_\_\_\_\_

PARCEL NUMBER	TYPE	ASSESSMENT
001 503047	RE	000 000

BUILDING \_\_\_\_\_ LAND \_\_\_\_\_

TAXPAYER NAME AND ADDRESS

DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
PLEASE PRINT NEW ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# COUNTY OF MONROE

## Exhibit B11 – Blank Bills (without Tax Collector information- School – grey stock – page 1)

COUNTY OF MONROE

MAKE CHECK PAYABLE & MAIL TO:

BILL #

Bill Date:

TAXPAYER COPY

ACCOUNT #

Receiving Hours:

Telephone

TAXPAYER:

### NOTICE OF PROPERTY TAX RELIEF

Your enclosed tax bill may include a tax reduction for your homestead and/or farmstead property. If you are an eligible homestead and/or farmstead property owner, you have received tax relief through a homestead and/or farmstead exclusion which has been provided under the Pennsylvania Taxpayer Relief Act, a law passed by the Pennsylvania General Assembly designed to reduce your property taxes.

BILL #		ACCOUNT #	
LAND	BLDG	TOTAL	CLASS
ASSESSMENT	BASE ASSESSMENT	LESS EXCLUSION	NET BASE ASSMNT
HOMESTEAD			
FARMSTEAD			
TOTAL			
Type Tax		Mills	2% Discount
		Net Base Amt	10% Penalty
AMOUNT IF PAID BY			
PAY THIS AMOUNT			
<p>RETURN BOTH STUBS WITH A SELF-ADDRESSED STAMPED ENVELOPE FOR A RETURN RECEIPT.</p> <p>IF PROPERTY WAS SOLD, OR TAXES PAID BY A MORTGAGE CO. FORWARD BILL TO APPROPRIATE PARTY.</p> <p><b>CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15.</b></p> <p>PAYABLE IN UNITED STATES CURRENCY ONLY. RECEIPT NOT VALID UNTIL CHECK CLEARS BANK.</p> <p>PAYMENT OF FIRST INSTALLMENT COMMITS TAXPAYER TO THE INSTALLMENT FORM OF REMITTANCE.</p> <p>UNPAID ACCOUNTS RETURNED FOR COLLECTION AFTER DEC 31 TO COUNTY TAX CLAIM BUREAU AT 570-517-3172.</p>			

COUNTY OF  
MONROE

### Full or First Installment

BILLING DATE:

BILL NUMBER:

<b>Full Payment</b>	If Paid By	Discount Tax
	If Paid By	Base Tax
	If Paid By	Penalty Tax
OR		
<b>Installment Plan</b>	If Paid By	First Payment

PROPERTY DESCRIPTION

CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT #

PARCEL NUMBER

TAXPAYER:

PIN

*Return both stubs to your tax collector  
with a self-addressed stamped envelope for a return receipt.*

COUNTY OF  
MONROE

### Full or First Installment

BILLING DATE:

BILL NUMBER:

<b>Full Payment</b>	If Paid By	Discount Tax
	If Paid By	Base Tax
	If Paid By	Penalty Tax
OR		
<b>Installment Plan</b>	If Paid By	First Payment

PROPERTY DESCRIPTION

CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT #

PARCEL NUMBER

TAXPAYER:

PIN

*Return both stubs to your tax collector  
with a self-addressed stamped envelope for a return receipt.*

re-mon-1.qxp 5/08

# COUNTY OF MONROE

## Exhibit B11 – Blank Bills (without Tax Collector information- School – grey stock – REVISED page 2) –

COUNTY OF  
MONROE

### Second Installment

BILLING DATE:

BILL NUMBER: --

<b>Installment Plan</b>	If Paid By	Second Payment
Penalty 10 %	If Paid By	Penalty Amount

PROPERTY DESCRIPTION

CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT #

PARCEL NUMBER

TAXPAYER:

PIN

*Return both stubs to your tax collector with a self-addressed stamped envelope for a return receipt.*

COUNTY OF  
MONROE

### Second Installment

BILLING DATE:

BILL NUMBER:

<b>Installment Plan</b>	If Paid By	Second Payment
Penalty 10 %	If Paid By	Penalty Amount

PROPERTY DESCRIPTION

CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT #

PARCEL NUMBER

TAXPAYER:

PIN

*Return both stubs to your tax collector with a self-addressed stamped envelope for a return receipt.*

Extra space needed to insert information about tax collector address, hours, etc.

**\*\* Contact the Assessment Office at (570) – 517-3133 for all address changes. \*\***

COUNTY OF  
MONROE

### Third Installment

BILLING DATE:

BILL NUMBER: --

<b>Installment Plan</b>	If Paid By	Final Payment
UNPAID ACCOUNTS RETURNED FOR COLLECTION AFTER DEC 31 WITH 10% PENALTY TO: COUNTY TAX CLAIM BUREAU AT 570-517-3172		

PROPERTY DESCRIPTION

CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT #

PARCEL NUMBER

TAXPAYER:

PIN

*Return both stubs to your tax collector with a self-addressed stamped envelope for a return receipt.*

COUNTY OF  
MONROE

### Third Installment

BILLING DATE:

BILL NUMBER: --

<b>Installment Plan</b>	If Paid By	Final Payment
UNPAID ACCOUNTS RETURNED FOR COLLECTION AFTER DEC 31 WITH 10% PENALTY TO: COUNTY TAX CLAIM BUREAU AT 570-517-3172		

PROPERTY DESCRIPTION

CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT #

PARCEL NUMBER

TAXPAYER:

PIN

*Return both stubs to your tax collector with a self-addressed stamped envelope for a return receipt.*

Extra space needed to insert information about tax collector address, hours, etc.

**\*\* Contact the Assessment Office at (570) – 517-3133 for all address changes. \*\***

# COUNTY OF MONROE

## Exhibit B12 – Blank Bills (with Tax Collector information- School – grey stock – Page 1)

COUNTY OF MONROE

MAKE CHECK PAYABLE & MAIL TO:

Tax Collector Information

BILL #

Bill Date:

**TAXPAYER COPY**

Office Hours: Tax Collector Hours

Telephone Tax Collector Phone

TAXPAYER:

### NOTICE OF PROPERTY TAX RELIEF

Your enclosed tax bill may include a tax reduction for your homestead and/or farmstead property. If you are an eligible homestead and/or farmstead property owner, you have received tax relief through a homestead and/or farmstead exclusion which has been provided under the Pennsylvania Taxpayer Relief Act, a law passed by the Pennsylvania General Assembly designed to reduce your property taxes.

BILL #		TAX ACCT ID					
LAND	BUILDING	TOTAL	CLASS	PARCEL NUMBER			
ASSESSMENT	BASE ASSESSMENT	LESS EXCLUSION	NET BASE ASSMNT	TAX LIABILITY	BASE AMOUNT	LESS EXCLUSION	NET BASE AMOUNT
HOMESTEAD				HOMESTEAD			
FARMSTEAD				FARMSTEAD			
TOTAL				TOTAL			
Type Tax		Mills	2% Discount	Net Base Amt		10% Penalty	
AMOUNT IF PAID BY			09/30/15	11/30/15	12/31/15		
PAY THIS AMOUNT							

RETURN BOTH STUBS WITH A SELF-ADDRESSED STAMPED ENVELOPE FOR A RETURN RECEIPT.  
 IF PROPERTY WAS SOLD, OR TAXES PAID BY A MORTGAGE CO. FORWARD BILL TO APPROPRIATE PARTY.  
 CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15.  
 PAYABLE IN UNITED STATES CURRENCY ONLY. RECEIPT NOT VALID UNTIL CHECK CLEARS BANK.  
 PAYMENT OF FIRST INSTALLMENT COMMITS TAXPAYER TO THE INSTALLMENT FORM OF REMITTANCE.  
 UNPAID ACCOUNTS RETURNED FOR COLLECTION AFTER DEC 31 TO COUNTY TAX CLAIM BUREAU AT 570-517-3172.

COUNTY OF MONROE

### Full or First Installment

BILLING DATE:

BILL NUMBER

<b>Full Payment</b>	If Paid By	Discount Tax
	09/30/15	
<b>Circle Amount Paid</b>	If Paid By	Base Tax
	11/30/15	
	If Paid By	Penalty Tax
	12/31/15	
	OR	
<b>Installment Plan</b>	If Paid By	First Payment
	08/31/15	

PROPERTY DESCRIPTION

ACCOUNT #

PARCEL NUMBER

TAXPAYER:

PIN

*Return both stubs to your tax collector with a self-addressed stamped envelope for a return receipt.*

COUNTY OF MONROE

### Full or First Installment

BILLING DATE:

BILL NUMBER

<b>Full Payment</b>	If Paid By	Discount Tax
	09/30/15	
<b>Circle Amount Paid</b>	If Paid By	Base Tax
	11/30/15	
	If Paid By	Penalty Tax
	12/31/15	
	OR	
<b>Installment Plan</b>	If Paid By	First Payment
	08/31/15	

PROPERTY DESCRIPTION

ACCOUNT #

PARCEL NUMBER

TAXPAYER:

PIN

*Return both stubs to your tax collector with a self-addressed stamped envelope for a return receipt.*

re-mon-l.qxp 5/08

# COUNTY OF MONROE

## Exhibit B12 – Blank Bills (with Tax Collector information- School – grey stock – REVISED Page 2)

COUNTY OF  
MONROE PLEASANT VALLEY/CHESTNUTHILL

### Second Installment

BILLING DATE: 08/01/17 BILL NUMBER: S4

<b>Installment Plan</b>	If Paid By 10/31/17	Second Payment
Penalty 10 %	If Paid By 12/31/17	Penalty Amount

PROPERTY DESCRIPTION  
CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT #

PARCEL NUMBER

TAXPAYER:

PIN

*Return both stubs to your tax collector  
with a self-addressed stamped envelope for a return receipt.*

COUNTY OF  
MONROE PLEASANT VALLEY/CHESTNUTHILL

### Second Installment

BILLING DATE: 08/01/17 BILL NUMBER: S4

<b>Installment Plan</b>	If Paid By 10/31/17	Second Payment
Penalty 10 %	If Paid By 12/31/17	Penalty Amount

PROPERTY DESCRIPTION  
CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT #

PARCEL NUMBER

TAXPAYER:

PIN

*Return both stubs to your tax collector  
with a self-addressed stamped envelope for a return receipt.*

Extra space needed to insert information about tax collector address, hours, etc.

**\*\* Contact the Assessment Office at (570) – 517-3133 for all address changes. \*\***

COUNTY OF  
MONROE PLEASANT VALLEY/CHESTNUTHILL

### Third Installment

BILLING DATE: 08/01/17 BILL NUMBER: S4

<b>Installment Plan</b>	If Paid By 12/31/17	Final Payment
-------------------------	------------------------	---------------

UNPAID ACCOUNTS RETURNED FOR COLLECTION AFTER DEC 31  
WITH 10% PENALTY TO: COUNTY TAX CLAIM BUREAU AT 570-517-3172

PROPERTY DESCRIPTION  
CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT #

PARCEL NUMBER

TAXPAYER:

PIN

*Return both stubs to your tax collector  
with a self-addressed stamped envelope for a return receipt.*

COUNTY OF  
MONROE PLEASANT VALLEY/CHESTNUTHILL

### Third Installment

BILLING DATE: 08/01/17 BILL NUMBER: S4

<b>Installment Plan</b>	If Paid By 12/31/17	Final Payment
-------------------------	------------------------	---------------

UNPAID ACCOUNTS RETURNED FOR COLLECTION AFTER DEC 31  
WITH 10% PENALTY TO: COUNTY TAX CLAIM BUREAU AT 570-517-3172

PROPERTY DESCRIPTION  
CERTIFIED CHECK OR MONEY ORDER ONLY AFTER DEC 15

ACCOUNT #

PARCEL NUMBER

TAXPAYER:

PIN

*Return both stubs to your tax collector  
with a self-addressed stamped envelope for a return receipt.*

Extra space needed to insert information about tax collector address, hours, etc.

**\*\* Contact the Assessment Office at (570) – 517-3133 for all address changes. \*\***

# COUNTY OF MONROE

## Exhibit C – Instructional Page for School Homestead Bills – front side

monsch20

### **Instructions For School Property Tax Payments**

#### **Option I: Installment Payments**

##### **Who is eligible to make installment payments for school property taxes?**

All taxpayers are eligible to pay their school property taxes in three (3) separate installments. Taxpayers that choose to pay their school property taxes in installments are not eligible to receive the two percent (2.0%) discount.

##### **How does a taxpayer make installment payments for school property taxes?**

Taxpayers must remit payments in accordance with the following installment payment schedule:

##### **First Installment Payment**

If a taxpayer wishes to make installment tax payments, payment of one-third (1/3) of the base tax amount must be made by August 31<sup>st</sup>. Taxpayers who do not remit the first installment by August 31<sup>st</sup> forfeit the opportunity to participate in the installment program.

##### **Second Installment Payment**

The second one-third (1/3) installment tax payment is due on or before October 31<sup>st</sup>. If payment is received on or after November 1<sup>st</sup>, a ten percent (10%) penalty is added to the installment payment due.

##### **Third Installment Payment**

The third and final one-third (1/3) installment tax payment is due on or before December 31<sup>st</sup>. **Payment made after December 15 must be paid by certified check or money order.** If the installment payment is not made by December 31<sup>st</sup>, any and all unpaid amounts will be considered delinquent and returned to Monroe County Tax Claim Bureau.

---

#### **Option II: Non-Installment Payments**

Taxpayers not wishing to opt into the installment method of payment may continue to pay their school property tax bills based upon the following:

- Two percent (2%) discount if payment is made on or before September 30<sup>th</sup>
- Full base amount due if payment is made on or before November 30<sup>th</sup>
- Ten percent (10%) penalty if payment is made between December 1<sup>st</sup> and December 31<sup>st</sup>

***Payment made after December 15 must be paid by certified check or money order.***

***All taxes and penalties not paid by December 31<sup>st</sup> will be considered delinquent and returned to the Monroe County Tax Claim Bureau.***

---

See reverse side for additional information



# COUNTY OF MONROE

## Exhibit C – Instructional Page for School Homestead Bills – reverse side

monsch20

### NOTICE

If your **MAILING ADDRESS** has changed during the year, please complete and sign this form below. Either mail or fax the form to the Monroe County Assessment Office and be sure to include your parcel number located on your tax bill.

**Monroe County Assessment Office  
1 Quaker Plaza, Room #102  
Stroudsburg, PA 18360-2171**

**Phone (570) 517-3133 Fax (570) 517-3854**

### Mailing Address Change Form

**Please mail or fax to the address or fax number shown above.**

Please print clearly.

Name \_\_\_\_\_

Street \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parcel Number \_\_\_\_\_

Date \_\_\_\_\_

Signature is required for change \_\_\_\_\_

See reverse side for additional information

## COUNTY OF MONROE

### Exhibit D1 – Required Notice for County/Municipal Reminder Bills.

YOUR REAL ESTATE TAXES HAVE NOT BEEN PAID ON TIME AND A PENALTY HAS BEEN ADDED TO THE AMOUNT YOU OWE. IF NOT PAID BY DECEMBER 31, YOUR REAL ESTATE TAXES WILL BE DELINQUENT. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR TAX COLLECTOR. IF YOUR REAL ESTATE TAXES ARE TO BE PAID FROM AN ESCROW ACCOUNT ESTABLISHED IN CONNECTION WITH YOUR MORTGAGE, YOU SHOULD CONTACT THE COMPANY MANAGING YOUR ESCROW ACCOUNT.

## COUNTY OF MONROE

### Exhibit D2 – Required Notice for Interim Reminder Bills.

YOUR INTERIM REAL ESTATE TAXES HAVE NOT BEEN PAID ON TIME AS OF OCTOBER 4, 2014 AND A PENALTY HAS BEEN ADDED TO THE AMOUNT YOU OWE. IF NOT PAID BY DECEMBER 31, YOUR INTERIM REAL ESTATE TAXES WILL BE DELINQUENT. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR TAX COLLECTOR. IF YOUR INTERIM REAL ESTATE TAXES ARE TO BE PAID FROM AN ESCROW ACCOUNT ESTABLISHED IN CONNECTION WITH YOUR MORTGAGE, YOU SHOULD CONTACT THE COMPANY MANAGING YOUR ESCROW ACCOUNT.



# COUNTY OF MONROE

## E1 – Duplicate Report & Total Page – Interim Run A, County/Mun, Interim Run B

COUNTY/TWP BILLING REGISTER FOR MARCH 1, 2015  
TWP:20 TUNKHANNOCK TOWNSHIP

PAGE 1

PARCEL/FIN/LEGAL DESCRIPTION	NAME/ADDRESS	LAND/ BLDG/TOT	CTY/FIR/LIB/ MUN	DISCOUNT	BASIC	PENALTY	BILL NO. ACCT NO./INT%
20/8A/1/44/ 20631120915526 LOT 831 SEC D	2014 JUDICIAL PARTNERS LLC 3360 ROUTE 940 MOUNT POCONO PA 18344	4,000 11,700 15,700	333.63 15.70 11.78 164.85	515.44	525.96	578.56	000001 211898 000.00%
20/1C/1/169/ 20634301090993 LOT 7026 SEC DII	2014 UPSET PARTNERS LLC 3360 RT 940 MOUNT POCONO PA 18344	4,000 19,270 23,270	494.49 23.27 17.45 244.34	763.95	779.55	857.51	000002 208182 000.00%
20/8C/1/90/ 20631116937964 LOT 513 SEC G	3 CORE INC PO BOX 245807 BROOKLYN NY 11224	3,000 0 3,000	63.75 3.00 2.25 31.50	98.48	100.50	110.56	000003 212578 000.00%
20/8D/1/50/ 20632113141602 LOT 712 SEC H	3 CORE INC PO BOX 245807 BROOKLYN NY 11224	4,000 0 4,000	85.00 4.00 3.00 42.00	131.32	134.00	147.40	000004 212648 000.00%

COUNTY/TWP BILLING REGISTER FOR MARCH 1, 2015  
TWP:20 TUNKHANNOCK TOWNSHIP

TOTAL BILLS	=	5,172
CLASS 7 BILLS	=	21
CLASS 9 BILLS	=	5151

TOTAL DISCOUNT	AMOUNT=	\$2,986,299.47
TOTAL BASE	AMOUNT=	\$3,047,249.95
TOTAL PENALTY	AMOUNT=	\$3,351,987.04

TOTAL LAND	AMOUNT=	\$18,045,520
TOTAL BULIDING	AMOUNT=	\$72,916,460
TOTAL ASSESSMENT	AMOUNT=	\$90,961,980

TOTAL COUNTY REAL ESTATE	=	\$1,932,947.63
TOTAL FIRE/EMS MONROE	=	\$90,961.98
TOTAL LIBRARY	=	\$68,226.58
TOTAL MUNICIPAL	=	\$955,113.76

### **E1.1 – Duplicate Report & Total Page – School**

# COUNTY OF MONROE

## E1.1 – Duplicate Report & Total Page – School

### HOMESTEAD/FARMSTEAD TOTALS

NUMBER OF HOMESTEAD APPROVED ACCOUNTS:	3,773
NUMBER OF FARMSTEAD APPROVED ACCOUNTS:	0

TOTAL HOMESTEAD LESS ASSESSMENT:	84,732,498
TOTAL FARMSTEAD LESS ASSESSMENT:	0

TOTAL HOMESTEAD LESS LIABILITY:	\$1,686,613.97
TOTAL FARMSTEAD LESS LIABILITY:	\$0.00

\* \* \* \* \* END OF JURISDICTION \* \* \* \* \*

# COUNTY OF MONROE

## E2 – Activity Report – Interim Run A, County/Mun, Interim Run B, Reminders

Municipality	Blanks printed with Tax Collector Info	Blanks Not printed with Tax Collector Info	Number of Duplicate copies	Number of Fly Copies	Bill Count Total	Number of trays
Barrett	0	0	1	11	11	1
Chestnuthill	0	0	1	18	18	1
Coolbaugh	0	0	1	-	42	0
Delaware Water Gap	3	0	0	-	-	1
east Burg	0	10	1	3	3	1
Eldred	0	0	1	10	10	1
Hamilton	0	10	1	30	30	1
Jackson	5	0	1	45	45	1
Middle Smithfield	0	20	1	33	33	1
Mt Pocono	10	0	1	5	5	1
Paradise	0	6	1	9	9	1
Pocono	0	0	1	18	18	1
Polk	0	0	1	7	7	1
Price	0	10	1	13	13	1
Ross	0	0	1	9	9	1
Smithfield	0	10	1	11	11	1
Stroud	0	0	1	93	93	1
Stroudsburg	5	5	1	3	3	1
Tobyhanna	5	5	1	5	5	1
Tunkhannock	5	5	1	34	34	1
<b>Totals</b>	<b>33</b>	<b>81</b>	<b>19</b>	<b>357</b>	<b>399</b>	<b>19</b>

# COUNTY OF MONROE

## E3 – Activity Report – School

TWP	Township/Borough Name	School Bills to be mailed	School Fly copies (tax coll copies)	School Bills Fly Copy CDS	School Blank bills with TC info	School Blank-Blank Bills	School Tax duplicate report	School Tax duplicate report CD	TC Deliverable Boxes	Trays of Mail for TC	Total no. of boxes and mail trays to Monroe County
1	BARRETT	3,025	0	1	0	0	0	1	1	0	1
2	CHESTNUTHILL	7,747	0	1	0	0	0	2	1	0	1
3	COOLBAUGH	14,434	0	1	0	0	0	1	1	0	1
4	DELAWARE WATER GAP	278	278	0	0	0	4	0	1	2	3
5	EAST STROUDSBURG	2,615	2615	0	0	50	1	2	3	0	3
6	ELDRED	1,668	0	1	0	0	0	1	1	0	1
7	HAMILTON	4,171	0	1	0	0	0	2	1	0	1
8	JACKSON	3,709	3709	0	10	0	1	0	4	11	15
9	MIDDLE SMITHFIELD	10,690	10690	1	0	400	0	2	10	0	10
10	MOUNT POCONO	1,451	0	1	10	0	0	1	1	0	1
11	PARADISE	1,932	0	1	0	10	1	1	1	0	1
12	POCONO	6,531	0	1	0	100	0	2	1	0	1
13	POLK	4,233	4233	0	12	0	1	0	4	0	4
14	PRICE	2,268	0	1	50	0	0	2	1	0	1
15	ROSS	2,526	0	1	0	0	0	1	1	0	1
16	SMITHFIELD	3,869	3869	0	0	100	0	2	4	0	4
17	STROUD	8,472	0	1	0	150	0	2	1	0	1
18	STROUDSBURG	1,943	0	1	5	5	0	2	1	0	1
19	TOBYHANNA	9,969	0	1	0	0	0	2	1	0	1
20	TUNKHANNOCK	5,150	0	1	25	0	1	2	1	17	18
	Total	96,681	25,394	15	112	815	9	28	40	30	70

# COUNTY OF MONROE

## E4 – Balancing Report – Interim Run A, County/Municipal, Interim Run B

MONROE COUNTY 2015 INT-A REAL ESTATE BALANCING REPORT (CTY2015A) RUN TIME: 12:43:07 RUN DATE: 12/10/14 TWP						
TWP	COUNT	DISCOUNT	BASE	PENALTY	LAND	BUILDING
16 SMITHFIELD TOWNSHIP	31	\$3,907.59	\$3,987.32	\$4,366.03		\$598,940
	COUNTY	\$3,151.30	\$3,215.58	\$3,527.14		
	LIBRARY	\$163.12	\$166.46	\$183.16		
		\$593.17	\$605.28	\$655.79		
17 STROUD TOWNSHIP	20	\$4,478.69	\$4,570.11	\$5,027.15		\$444,920
	COUNTY	\$2,514.42	\$2,565.74	\$2,822.34		
	FIRE/EMS	\$177.55	\$181.18	\$199.30		
	LIBRARY	\$130.15	\$132.83	\$146.14		
		\$1,656.57	\$1,690.36	\$1,859.37		
18 BOROUGH OF STROUDSBURG	14	\$480.42	\$490.23	\$539.32		\$99,880
	COUNTY	\$166.39	\$169.79	\$186.80		
	LIBRARY	\$8.66	\$8.83	\$9.74		
		\$305.37	\$311.61	\$342.78		
19 TOBYHANNA TOWNSHIP	53	\$5,713.51	\$5,830.14	\$6,413.19		\$568,500
	COUNTY	\$3,331.84	\$3,399.85	\$3,739.85		
	LIBRARY	\$117.65	\$120.05	\$132.08		
		\$2,264.02	\$2,310.24	\$2,541.26		
20 TUNKHANNOCK TOWNSHIP	2	\$182.20	\$185.93	\$204.53		\$17,930
	COUNTY	\$115.58	\$117.94	\$129.74		
	FIRE/EMS	\$5.44	\$5.55	\$6.11		
	LIBRARY	\$4.07	\$4.16	\$4.58		
		\$57.11	\$58.28	\$64.10		
GRAND TOTAL COUNT	=	00000260				
GRAND TOTAL DISCOUNT AMOUNT=		\$34,982.17				
GRAND TOTAL BASE AMOUNT=		\$35,696.22				
GRAND TOTAL PENALTY AMOUNT=		\$39,266.08				
GRAND TOTAL LAND AMOUNT=		\$0				
GRAND TOTAL BUILDING AMOUNT=		\$3,698,400				
COUNTY REAL ESTATE	=	\$24,327.13				
FIRE/EMS MONROE	=	\$201.53				
LIBRARY	=	\$206.73				
SCHOOL	=	\$10,210.77				

## E5 – Balancing Report - School

[illegible]

GRAND TOTAL BILLS	=	00078254
TOTAL CLASS 7 BILLS	=	00001834
TOTAL CLASS 9 BILLS	=	00076430
GRAND TOTAL DISCOUNT AMOUNT=	\$242,055,389.88	
GRAND TOTAL BASE AMOUNT=	\$246,959,235.82	
GRAND TOTAL PENALTY AMOUNT=	\$2,614,728.70	
GRAND TOTAL BUILDING AMOUNT=	\$1,374,047,050.00	
GRAND TOTAL LAND+BLDG AMOUNT=	\$1,775,775,750.00	
LITERARY	\$593,793.70	
SCHOOL	\$246,401,501.32	